

INVICTUS

Education Trust

HEALTH AND SAFETY POLICY

Approved by Board of Trustees

25th March 2019

Policy statement was approved by Board of Trustees on

25th May 2021

To be reviewed by Board of Trustees

March 2022

Health & Safety Policy

Committee Approval Level	Board of Trustees
Policy Author/Responsibility	Chief Operating Officer – Julie Duern
Policy First Implemented	March 2019
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Policy Approved by Committee	
Next Review Date	
Policy Approved by Committee	
Next Review Date	

General Statement of Health and Safety Policy

The Invictus Education Trust Board of Trustees and CEO, along with the Governors and Senior Leadership Teams accept their legal responsibilities for Health and Safety across the Trust. We recognise as responsible employers and/or as persons in control of premises the need to provide a safe working environment for employees, students and others who may be affected by our activities.

To ensure the above is met the Board of Trustees and CEO, along with the Governors and Senior Leadership Teams will, so far as is reasonably practicable, ensure that:

- Compliance with all relevant Health and Safety Legislation applicable to us is managed
- Information, instruction, training and supervision is provided
- The premises and grounds are maintained in a safe condition
- There is safe access and egress to all parts of the school premises
- Plant and equipment is safe to use
- Safe systems of work are defined, implemented and managed
- Off site visits are conducted in a safe manner and risks are identified and controlled
- The handling and use of substances/articles is safe at all times and procedures exist for their safe use
- Adequate welfare facilities exist at all times
- Risk assessments are undertaken for all tasks, and information is readily available, appertaining to the risk assessments and the controls required to ensure a safe working culture

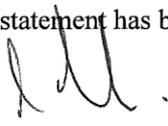
To ensure that Health and Safety is given a high profile within schools the Trust will set aside adequate finances for this policy to be complied with and any allocated works/safety projects to be completed.

To ensure continued improvement in our health and safety performance, staff are encouraged to support the implementation of this policy and other safety initiatives for the school.

Health and safety consultation is important to us and will be undertaken as appropriate on matters affecting the health and safety of employees, students or visitors to the school.

This policy statement has been approved by the Invictus Education Trust Board of Trustees.

Signed:



Date: 19/3/21

Chair of Trustees (Interim)

Signed:



Date: 19/3/21

Chief Executive Officer

Contents	Page
School Designated Health & Safety Officers	4
Local Authority Health & Safety Advisers	4
1. Introduction	5
2. Policy Objectives	5
3. Organisation Responsibilities	5
3.1 Board of Trustees/Executive Headteacher	5
3.2 School Governing Bodies	6
3.3 Headteachers	6
3.4 School Health & Safety Officers	8
3.5 Heads of Department/Faculty	9
Design Department	10
Science Department	10
PE Department	10
3.6 Teaching Staff	11
3.7 All Employees	11
3.8 Students	12
3.9 Visitors, Volunteers, Service Providers, Hirers & Contractors	13
4. Arrangements	13
4.1 Accident Reporting, recording and investigation	14
4.2 Local Authority Health & Safety Advice	14
4.3 Asbestos	14
4.4 Contractors & Visitors	14
4.5 Electrical Equipment	14
4.6 Fire Precautions & Emergency Procedures	15
4.7 First Aid	16
4.8 Drugs & Medicines	17
4.9 Glass & Glazing	17
4.10 Hazardous Substances	17
4.11 Housekeeping/Cleaning & Waste Disposal	18
4.12 Jewellery	18
4.13 Lettings & Shared Use of Premises	18
4.14 Lone Working	18
4.15 Personal Protective Equipment (PPE)	18
4.16 Reporting Defects	18
4.17 Risk Assessments	19
4.18 Educational Visits & Off Site Activities	19
4.19 School Transport	19
4.20 Smoking & Vaping	19
4.21 Employee Consultation	19
4.22 Employee Well-being	19
4.23 Supervision	19
4.24 Use of VDUs/Display Screens	19
4.25 Vehicles of Site	20
4.26 Violence to Employees	20
4.27 Water Hygiene	20
4.28 Working at Height	20
4.29 Work Experience	20
4.30 Pregnant Workers and Nursing Mothers	21

4.31 Manual Handling	21
4.32 Work Equipment	21
4.33 Maintenance of Emergency Equipment	22
Testing of Fire Alarms	22
Inspection of Fire Fighting Equipment	22
Smoke Detection & Emergency Lighting	22
4.34 Health & Safety Training	22

Appendices

1. Classroom Risk Assessment Form	24
2. General Risk Assessment Form	26

Safe Working Procedures

3. Safe Handling & Storing Inventory	30
4. Step Ladders and Step Stools	31
5. Cleaning Ovens	32
6. Gas Deep Frying/Cleaning	33
7. Serving Food	36
8. Using Knives	37
9. Using Power Hand Tools	38
10. Using Hand Tools (Non-Power)	39
11. Using a Band Saw	40
12. Using a Fixed Bench Grinder	41
13. Using a Circular Saw	42
14. Soldering	43
15. Using a Jointer/Planer	44
16. Using a Lathe	46
17. Safe Working Procedures Template (Blank)	47

Other Policies referenced in this Document:

- Access Control Policy
- Administration of Medicines Policy
- Asthma Policy
- Charging and Lettings Policy
- Display Screen Equipment (DSE) Policy
- Educational Visits and School Journeys Policy
- Safer Working Practices
- Medical Needs Policy
- No Smoking Policy

School Designated Health & Safety Officers

School/Location	Officer Name	Email Address	School Address
The Crestwood School	Anthea Southall	asouthall@invictus.education	Bromley Lane Kingswinford Dudley DY6 8QG
Elloes Hall Sports College	Anthea Southall	asouthall@invictus.education	Stickley Lane Lower Gornal Dudley DY3 2JH
Kinver High School	Lisa Barrett	lbarrett@invictus.education	Enville Road Kinver South Staffs DY7 6AA
Leasowes High School	David Willetts	dwillets@invictus.education	Kent Road Halesowen B62 8PJ
Wombourne High School	Lisa Barrett	lbarrett@invictus.education	Ounsdale Road Wombourne Wolverhampton WV5 8BJ
Pedmore High School	David Willetts	dwillets@invictus.education	Grange Lane Pedmore Stourbridge DY9 7HS

Local Authority Health & Safety Officer

Advice is sought from Mike Morton who is Dudley's Health and Safety Officer who is the appointed service provider for Invictus Education Trust. His telephone number is 01384 817877 (07920234959). Except for Kinver High School, who consult with Entrust Support Services, the telephone number is 0333 300 1900.

1. Introduction

Invictus Education Trust recognises and accepts its responsibility as an employer and provider of education and will provide, so far as reasonably practicable, a safe and healthy workplace and learning environment for all employees, students and other such persons as may be affected by its activities.

Invictus Education Trust will establish and adopt procedures to ensure that health and safety objectives and priorities are monitored and delivered to a high standard and that a pro-active health and safety culture is promoted, developed and maintained throughout.

This Policy has been produced as required by Section 2(3) of the Health and Safety at Work etc. Act 1974 to establish clearly defined roles, responsibilities and arrangements at both strategic and local level.

This Policy relates to Invictus Education Trust and all its schools and will ensure compliance with statutory and Ofsted requirements.

2. Policy Objectives

- To conduct all Trust activities safely and in compliance with legislation and best practice
- To provide safe working conditions and equipment
- To promote a positive safety culture
- To ensure our procurement promotes best practice in health and safety
- To establish targets and action plans for continuous improvement of health and safety performance
- To report our health and safety performance both internally and externally

3. Organisation and Responsibilities

The Health and Safety at Work etc. Act 1974 and subordinate legislation states that all employees have health and safety responsibilities when at work.

This section details specific health and safety roles and responsibilities and assigns them to the appropriate posts and functions.

Although some duties and responsibilities may be delegated, accountability for health, safety and welfare at work is not transferrable and cannot be evaded.

3.1 Board of Trustees/Executive Headteacher

The Board of Trustees/Executive Headteacher will assume overall responsibility for the Health Safety performance of Invictus Education Trust and its schools and ensure that the Executive Headteacher:

- Produces and implements an effective Health and Safety Policy including organisational arrangements and procedures for managing health and safety related issues.
- Accept their responsibilities and carry out the requirements of the Health and Safety at Work etc. Act 1974 and other relevant legislative requirements introduced through Act's, Regulations or Guidance, so far as is reasonably practicable.
- Establish as a matter of good practice, a Trust committee that deals with health and safety matters.
- Make available financial provision for Health and Safety related issues and implementation by way of a dedicated budget
- To regularly review the schools Health and Safety Policy and the supporting organisational arrangements and practices.

3.2 School Governing Body

School Governing Bodies have responsibility for protecting the health and safety of employees, students and visitors as follows:

- To take all reasonable measures within their power to ensure the school premises are safe and not hazardous to the health and safety of employees, students and visitors. The Board of Trustees may take action where a Governing Body does not discharge this duty appropriately under the scheme of delegation.
- To accept their responsibilities and carry out the requirements of the Health and Safety at Work etc. Act 1974 and other relevant legislative requirements introduced through Act's, Regulations or Guidance, so far as is reasonably practicable.
- To regularly review the health and safety arrangements within the school to ensure that the organisational structures are effective and meet the needs of the school.
- To notify the Board of all health and safety matters which cannot be resolved for financial or other reasons, whether or not it is the responsibility of the school.
- To be aware of and comply with safety legislation, codes of practice and guidance notes and their application to the school
- To receive through the Headteacher or school employees copies of health and safety reports or fire reports noting the action taken or to be taken to implement the recommendations or requirements.
- To support the management of the school to ensure all school employees carry out their health and safety responsibilities and duties.
- To ensure that the appropriate training is given to inform and educate school management and employees of their health and safety responsibilities and duties.
- To encourage and support the work of the trade union appointed safety representatives in carrying out their role within the school.

3.3 Headteachers

All Headteachers of Trust schools will have overall responsibility for the management of Health and Safety within school. In particular Headteachers are required to:

- Ensure adequate resources are available to successfully manage Health and Safety within their school
- Ensure that the Trust Health and Safety Policy is implemented within school
- Ensure that health and safety responsibilities and duties are properly assigned, accepted and understood by the relevant employees and to review periodically the effectiveness of the health and safety arrangements.
- To establish and regularly review risk assessments (Generic, Specific and Fire) as required by the relevant legislation and to incorporate the findings of the assessments into a risk management process within the school.

- Ensure all employees comply with the requirements of the health and safety policy and supporting rules/procedures.
- To encourage and support the school employees in carrying out their health and safety responsibilities and duties.
- To maintain copies of the relevant health and safety publications, codes of practice, guidance notes and safety booklets and ensure these documents are readily available for use by employees.
- To ensure that the appropriate training is given to inform management, employees and students of their health and safety responsibilities and duties.
- To receive health and safety reports prepared by school employees and to act upon them as appropriate.
- To receive health and safety and maintenance reports from the Health and Safety Advisors, the Health and Safety Executive (HSE) inspectors, the West Midlands Fire Service, The Environmental Health Officers and service providers, bringing the problems and recommendations to the attention of the school employees, governors and, where appropriate, the Board.
- To establish and implement an effective accident reporting procedure within the school in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 and guidelines supplied by the external Health and Safety Advisors and monitor the processing of accident forms in accordance with the accident reporting procedure.
- To establish and implement an effective first aid procedure within the school in accordance with the Health and Safety (First Aid) Regulations 1981 and guidelines supplied by the HSE/DfES.
- To maintain an effective fire evacuation procedure and conduct regular fire drills to test the effectiveness of the procedures.
- To set up, co-ordinate and monitor the procedure for testing portable electrical appliances and ensuring that a log is kept of all appliances, their periodic inspections (as defined by the Electricity at Work Regulations) and tests by a competent person.
- To agree safety procedures for special events, which involve the use of temporary lighting, displays or plant and equipment etc. being brought onto the school premises
- To STOP IMMEDIATELY any work, process, plant or equipment (including contractors operations) where it is considered there is a serious breach of health and safety legislation, or a hazard has been created that is likely to affect employees, students or visitors to the school and to inform the Safety Officer immediately of any actions taken.
- To establish an effective control system for the employment of contractors through which their safety policies are vetted and their work procedures monitored in accordance with the scheme of delegation.
- To consult with the councils Safety Officer or West Midlands Fire Service Officer's prior to making changes to the layout of the school or undertaking activities which could affect general or fire safety.

The Headteacher may delegate these duties to the Health and Safety Officers, or other appropriate person, in part or in full, although ultimate responsibility remains with the Headteacher:

3.4 School Health and Safety Officers

The designated Health and Safety Officers within the Trust schools are detailed on Page 4 of this policy

The delegated Health and Safety Officer, is responsible for:

- Assisting the Headteacher to plan, implement and assess the Health and Safety Policy, organisational arrangements and procedures, and regularly review the system of risk assessments as required by the relevant regulations
- To ensure that members of employees are aware of and have access to the Trust Health and Safety Policy.
- To inform new or temporary employees of their Health and Safety responsibilities and duties and to provide the necessary information and advice for them to carry out their duties.
- To liaise with the Headteacher and, where appropriate seek further advice on:
 - The implications of safety legislation, codes of practice and approved safe working procedures.
 - The health and safety aspects, affecting the design and layout of new and reorganised working areas.
 - The health and safety aspects of new plant, equipment and personal protective clothing.
- To carry out periodic inspections, with departmental managers, of premises and other work places, plant, tools, equipment and work activities, reporting to the Headteacher and other managers who have responsibilities for actioning health and safety reports.
- To assist management with the preparation of departmental safe working procedures and safety rules.
- To liaise, where appropriate, with the councils Safety Officers, the Health and Safety Executive Inspectors, West Midlands Fire Service Fire Prevention Officers, Environmental Health Officers and service providers.
- To identify and recommend suitable health and safety training courses to enable employees to carry out their health and safety duties and maintain a record of employees attendance/certification
- To support the investigation of accidents, dangerous occurrences and near misses occurring on the school premises and reporting the findings to the Headteacher as appropriate.
- To regularly monitor:
 - The first aid procedure within the school, including the availability of first aid equipment and trained employees.
 - The fire evacuation procedure within the school and arrange for regular fire drills to test the effectiveness of the procedure.
 - Compliance with the control of substances hazardous to health Regulations 2002 (COSHH)
- To attend, as appropriate, the committee of the governing body dealing with health and safety and to prepare agenda items and safety reports.
- To receive health and safety reports prepared by the school employees and to act upon them as appropriate.

- To support the Headteacher to follow up and progress the actions of reports received from council safety officers, health and safety executive inspectors, West Midlands Fire Service officers, environmental health officers and other service providers.
- To advise Headteacher or Heads of Department to STOP IMMEDIATELY any work process, plant or equipment (including contractor's operations) where it is considered there is a serious breach of health and safety legislation, or where a hazard has been created likely to affect the safety of employees, students or visitors to the school.

3.5 Heads of Department/Faculty

All Heads of Department/Faculty are responsible to the Headteacher for ensuring the application of this policy to all activities undertaken by their department and that the policy is observed and implemented by all subordinate members of staff in their respective departments. In particular, employees holding such position of responsibility will:

- Ensure that risks assessments are undertaken within their sections and that control measures are implemented and that assessments are monitored and reviewed.
- Ensure that appropriate safe working rules and procedure exist with the department and that these are brought to the attention of everyone concerned.
- Ensure that all accidents (including near misses) occurring with their department are promptly reported and recorded using the appropriate forms etc.
- Ensure that all accidents are investigated with a view to preventing a recurrence
- Ensure that all employees within the department is aware of their specific roles in case of fire and/or emergency.
- Remove from use and inform the Health & Safety Officer of any equipment/appliance which has been identified as being unsafe and which is in need of repair.
- Ensure that adequate levels of class supervision are available at all times.
- Carry out (in conjunction with other members of employees) the bi-annual health and safety checklist within their areas of responsibility and provide a report to the Health & Safety Officer.
- Maintain or have access to an up to date library of relevant published health and safety guidance from sources including the C & LLD, CLEAPSS, DfES, BAALPE etc. and ensure that all subordinate employees are aware of and make use of such guidance including that available in electronic format.
- Identify specific employees' health and safety training needs and inform the Headteacher and Health & Safety Officer accordingly.
- Consult with all employees on any matters which may affect their health or safety whilst at work.
- Carry out departmental induction training including any specific information and training that may be necessary because of activities which are peculiar to the department.
- Ensure that levels of first aid provision remain adequate for the activities being undertaken.

- Resolve health and safety problems referred by member of employees within their department. Any problems that cannot be satisfactorily solved within the department must be referred to the Health & Safety Officer.
- Ensure that all students are given the necessary health and safety information and instruction prior to commencing practical activities which may involve some risk.
- Ensure that good standard of housekeeping are maintained.
- Consult the Local Authority's Health and Safety Officer or other appropriate officer when additional assistance becomes necessary
- Reporting any unsolved Health & Safety issues to the Health & Safety Officer for onward reporting to the Governors Site and Finance Committee

The designated areas must also have procedures and guidelines related to the items listed –

Design Department

- Guarding of machinery
- Inspection of plant and equipment
- Storage of materials
- Safe systems of work
- Selection, provision and use of suitable protective clothing and equipment
- Accident reporting and investigation procedures including arrangements to look at and analyse accident statistics and near misses.
- Compliance with the control of substances hazardous to Health Regulations 2002 (COSHH)

Science Department

- Procedures for dealing with risks such as ionising, radiations, biological hazards, selection, storage and transport of gases and toxic chemicals, and disposal of toxic waste, fume cupboards.
- Safe Systems of work for curricular/extra-curricular activities.
- Selection, provision and use of suitable protective clothing and equipment.
- Emergency procedures in the event of accidents, explosions or escapes of dangerous substances.
- Accident reporting and investigation procedures including arrangements to look at and analyse accident statistics and near misses.
- Compliance with the control of substances hazardous to Health Regulations 2002 (COSHH)

P.E. Department

- Procedures for dealing with risk areas – swimming pool/sports field/gymnasium equipment
- Safe systems of work for curricular/extra-curricular activities.
- Arrangements for identifying training needs and for securing adequate training on recruitment and retraining when employees take up new responsibilities or move to a different department.
- Accident reporting and investigation procedures including arrangements to look at and analyse accident statistics and near misses.
- Compliance with the control of substances hazardous to Health Regulations 2002 (COSHH)

3.6 Teaching Staff (including Supply)

Teachers are responsible for the health and safety of all students under their control whilst involved in organized work activities both on site e.g. class rooms, laboratories, workshops etc., and off site e.g. school trips.

Teachers shall:

- Ensure effective supervision by only permitting practical work to be carried out by students after carrying out a risk assessment. The class size, the abilities of the students involved, the activities to be undertaken etc. will all need to be considered.
- Be aware of the Trust's Health and Safety Policy and any local rules and arrangement which may apply specifically to the department concerned.
- Ensure that safety instruction is given to all students prior to commencing practical sessions.
- Know the location of the nearest Firefighting equipment and first aid box, and know the emergency procedures in respect of fire/first aid/ and bomb scare etc.
- Ensure that students follow school/departmental safety rules and that protective equipment is worn where appropriate.
- Ensure that all personal protective equipment is suitable and in good condition prior to issue.
- Ensure safety devices e.g. machinery guards are in good condition and are used.
- Report any defective equipment to the Head of Department.
- Investigate all accidents (in conjunction with Head of Department) which occur through activities organized/supervised by the Department.
- Propose for consideration by their Head of Department any improvements which they consider would improve health or safety standards within the department.
- Ensure that an agreed adequate level of supervision is available and that appropriate arrangements exist prior to taking school parties off site on educational visits.
- Reporting any unsolved Health & Safety issues to the Health & Safety Officer

3.7 All Employees (including temporary and volunteers)

The Health and Safety at Work Act 1974 states:

“It shall be the duty of every employee while at work: to take reasonable care for the health and safety of himself/herself and of other persons who may be affected by his/her acts or omissions at work...”

Employees must also co-operate with the employer and not misuse anything provided in the interests of health and safety.

Employees must:

- Take reasonable care for the health and safety of themselves and others, who may be affected by what they do or fail to do in undertaking their work
- Co-operate with the employer on all matters relating to health and safety
- Familiarise themselves with, and act in accordance with, any Health and Safety procedures which have been issued to them or otherwise brought to their attention
- Act in accordance with any safety training which has been provided to them, or any verbal safety instructions issued to them
- Make full and proper use of any personal protective equipment (PPE) and clothing provided to them, in accordance with instructions or training received
- Report any loss or obvious defect in such PPE to their Line Manager
- Not to intentionally interfere with or misuse any equipment or fittings provided in the interests of health safety and welfare
- Report immediately to their Line Manager any which they consider a serious or immediate danger to health and safety, or any shortcomings in the arrangements for health and safety
- Report any accident or incident, no matter how minor, by informing their Line Manager and completing the relevant forms
- Ensure that they only use equipment or machinery that they are competent to use or have been trained to use.
- To participate in the risk assessment process and comply with findings
- Be familiar with and follow emergency procedures in the event of serious imminent danger, such as evacuation procedures.

3.8 Students (this section should be drawn to the attention of all students)

All students must be encouraged to follow all safe working practices and observe all school safety rules.

All students will:

- Students, in accordance with their age and aptitude, are expected to exercise personal responsibility for the health and safety of themselves and others, to observe standards of behaviour and dress consistent with the safety and/or hygiene and to observe all the health and safety rules of the Trust and in particular, follow all instruction issued by any member of staff in the case of an emergency
- Students should use and not wilfully misuse, neglect or interfere with facilities or equipment provided for theirs and others health and safety
- Students will be held accountable for any damage caused as a result of inappropriate behaviour, equally, the school does not accept responsibility for any loss arising from such incidents.

3.9 Visitors, Volunteers, Service Providers, Lettings/Hirers and Contractors

Visitors are required to observe the safety rules of the school and will be informed of relevant regulations as and when necessary by an appropriate member of staff.

Persons/organisations hiring the school site must agree to:

- Co-operate and co-ordinate with the school on health and safety matters
- Agree to the Trust Terms and Conditions for the Hiring of School Premises/Grounds in relation to health and safety arrangements
- Provide information relating to any additional risks or procedures which will be new or unusual to those of the school that may arise from their activities

Invictus Education Trust Schools ensure that:

- The premises are in a safe condition for the purpose of use
- Health and safety arrangements are fully explained and communicated
- Adequate arrangements for emergency evacuation are in place and communicated

Please also refer to **Charging and Lettings Policy**

4.0 Arrangements

4.1 Accident Reporting, Recording & Investigation

All accidents, dangerous occurrences, violent incidents, verbal abuse, and near misses must be reported and recorded on the appropriate forms. It is the responsibility of all Trust employees to have knowledge of the location of these forms. It is the responsibility of the Health and Safety Officer to ensure that all employees are made aware of the accident reporting procedure within schools, they should also hold a written copy of the procedure.

If it is a serious accident, a Dudley MBC Accident Investigation Report Form should be completed by the School designated Health & Safety Officer.

‘Near Misses’ must also be reported. These are incidents that occur but where no injury or damage is sustained but could, potentially, have been serious incidents. Remedial action taken promptly after a near miss can prevent a serious accident occurring later.

The Headteacher must countersign the report form and a copy should be kept at the establishment and either centrally filed or held on the personal file of the employee or student file. NB Faulty systems of work, plant, equipment, fittings etc. must be reported and attended to as soon as possible.

The Headteacher must investigate accidents, or appoint an appropriate person to do so, and take remedial steps to avoid similar instances recurring. Faulty equipment etc. must be taken out of use when necessary and should be clearly labelled to that effect. Remedial action should be implemented immediately.

All deaths and major injuries must be reported immediately to the Health and Safety Executive (HSE) on-line at their website or by telephone on 0845 3009923. If completed by telephone a ‘hard copy’ of the Health and Safety Executive Form, F2508, must be completed and sent to the HSE within ten days of the incident occurring, a copy of the F2508 sent to Mike Morton, Dudley Health & Safety Officer. Schools should also inform the Executive Headteacher immediately.

Health and Safety Executive Form F2508 must be completed and sent to the HSE for absences through accident for periods of 3 days or more (including weekends and holidays) or when a non-employee attends

hospital following an accident whilst at work. Please refer to the Accident Report Book for full details of reportable incidents.

4.2 Local Authority Health and Safety Advice

See page 4 of Policy for contact details

4.3. Asbestos

A premises asbestos log is kept in each school. Any damage to materials known or suspected to contain asbestos should be reported to the Health and Safety Officer who will contact Richard Huntington, DMBC Tel no. 01384 814562

Any contractor who is suspected to be carrying out unauthorised work on the fabric of the school building should be reported to the Health and Safety Officer.

Under no circumstances must employees carry out work, however minor, to the fabric of the building unless it has been authorised by the Health and Safety Officer.

Please note that even drilling a hole or pushing a drawing pin into asbestos containing materials may result in the release of fibres into the air.

4.4 Contractors and Visitors

All visitors and contractors must report to the school reception. They will be signed in and be given an identity/visitor badge. On leaving the site they will be required to sign out at reception. Contractors must inform the site team of the work/actions that have been carried out and any further work that is required.

Contractors/Service providers, such as catering and cleaning (where applicable) will have been made aware of the Trust's Health and Safety Policy by the school Site Manager or Health and Safety Officer. Occasional/ad-hoc Contractors must be made aware of key health and safety issues on arrival at the site, relevant to the work they are doing.

Before any work commences, the school will ensure that all relevant staff have been informed of the works being carried out and the areas that are likely to be affected, as well as the duration and timing of the works. The contractor will be appropriately supervised by school employees whilst on site. The emphasis must be to stop any unsafe activity until the school are satisfied with the health and safety practices or procedures.

Please also refer to the following policies:

- **Access Control Policy**
- **Lettings Policy**

4.5 Electrical Equipment (Fixed and Portable)

Before using electrical equipment, employees should look for:

- Damage to the lead including fraying, cuts or heavy scuffing
- Damage to the plug
- Tape applied to the lead to join leads together
- Coloured wires visible where the lead joins the plug
- Damage to the outer cover of the equipment itself, including loose parts or screws
- Signs of overheating, such as burn marks or staining on the plug, lead or equipment

- Equipment that has been used or stored in unsuitable conditions, such as wet or dusty environments or where spills are possible
- Cable trapped under furniture etc.

Formal visual inspections should also be carried out at regular intervals by a competent person.

Any electrical faults should be reported immediately to the Site Manager. The damaged or faulty equipment should be removed without delay and either repaired by someone with relevant training and skills or disposed of to prevent further use. Any faulty fittings (e.g. cracked sockets etc.) should be isolated until repaired by a competent person.

Employees must not bring electrical items in from home.

Where it is necessary to use an electrical extension lead this must be only as a temporary measure. Extension leads should be fully unwound.

Portable Appliance Testing (PAT) of all relevant equipment will be undertaken on a rolling program. A proper written record of the testing will be kept and each appliance labelled with the date that it passed the test. If a portable electrical appliance is seen to be faulty it will be taken out of use until it is properly repaired, the Head of the Department/Director of Faculty to instigate the repair. If it is seen unworthy of repair it will be condemned.

Third parties hiring school facilities must provide evidence that any electrical equipment brought on to school premises has passed a PAT test within the last year.

4.6 Fire Precautions & Emergency Procedures

The Health & Safety Officer assisted by the Site Management Team are responsible for arranging and reviewing the fire risk assessment. There will be at least one fire drill per term which will be recorded and comments taken as to the speed of evacuating the building; these will be reported to the Governing Body.

Written emergency procedures exist covering a range of hazardous situations e.g. fire, bomb alerts, severe weather, electrical faults etc. These documents are held by the Health and Safety Officer.

In the event of a fire alarm/alert all employees will evacuate students/visitors/others to the designated assembly point:

- The receptionist will summon the emergency services as necessary
- The safe evacuation of persons is an absolute priority. Employees may only attempt to deal with small fires, **if it is safe to do so without putting themselves at risk**, using portable firefighting equipment
- Whilst evacuating premises employees should ensure that the premises and equipment are safeguarded as far as this is possible by closing doors, and windows (or opening them in the event of a bomb alert)
- After the event, the Headteacher should telephone the Area Senior Advisory Officer and advise him/her of the situation
- Regular inspections of the premises and grounds should be undertaken each term or more frequently if possible.

- Details of service isolation points (i.e. gas, water, electricity) are located in the caretakers Office.
- Emergency procedures for incidents outside normal working hours are held in reception.
- It is important that all employees sign in and out at reception if they leave school during the day or arrive outside normal working hours. Teachers need to be aware of their duty to remove students and visitors from the buildings as quickly and safely as they can.
- Practice drills are held each term so that all employees and students are aware of the exact procedures to ensure safety.
- Alert children as to the route they should take calmly, without running. They should then line up at the assembly point with their tutor groups and registers will be taken. Tutor groups line up in allocated places (see assembly point plan).
- Fire Marshals will check designated areas and report any problems or missing employees/students to the Health and Safety Officer or a member of the SLT.
- Tutors will register students and report missing students to the SLT.
- Office staff will take the registers (morning or afternoon) which can be printed directly from school system. Teachers should not delay their own exit (with the children) apart from closing the classroom door.
- Employees must stay at the assembly point until the Headteacher or the Fire Service allow people back into the school.

4.7 First Aid

A full list of First Aiders is displayed within school.

Students who need First Aid should report to the reception office/student hub or first aid office or a message sent to the school office that assistance is required. If necessary a first aider with a member of the teaching staff will assess the situation and will call an ambulance if necessary. The parents of the student will also be informed and if time permits will accompany the student in the ambulance. If the parent cannot get to the school in time, a first aider will, if necessary, accompany the student. If it is a serious accident, a Dudley MBC Accident Investigation Report Form should be filled in.

First aid boxes are sited with First Aiders, Reception, and at various designated points within school, high risk areas such as PE and Design will also have First aid boxes. School minibus drivers will check that any vehicles are properly equipped with first aid boxes before they are used. A designated member of support staff is responsible for regularly checking that the contents of first aid boxes are complete and replenished as necessary.

After administration of First Aid at the site of the accident by a trained first aider, the accident should be reported to the school office and the seriousness assessed. Appropriate medical needs should be addressed and outside medical help should be sought if needed. If it is a student, the parents are notified. The accident and treatment is then recorded on the accident form. The accident reporting procedures should be followed in accordance with the seriousness of the incident.

4.8 Drugs and Medicines

Parents can make a formal arrangement with the school for a child to take prescription medication. Written consent must be obtained from the parent. The aforementioned medication will be locked away in a safe place in between doses. Medication can be stored in the medical room/school office and students can administer the medication themselves, if they have written permission from their parents. **No medication is administered by employees on site.**

For procedures for the administration and handling of medication for specific medical conditions please see the following additional policies:

- **Administration of Medicines Policy**
- **Asthma Policy**

4.9 Glass and Glazing

All high-risk glazing is to be of the appropriate safety standard. All replacement glass is to be of safety standard where applicable.

4.10 Hazardous Substances

All staff that order or use hazardous substances must ensure the following guidance is followed:

- Substances to be securely stored and adequately supervised.
- Hazard data sheets must be obtained and available to those using the substance.
- Where hazardous substances are not being used in the normal manner then a COSHH assessment must be undertaken.
- The least hazardous substance should always be used that is suitable for the intended task.

An inventory of all hazardous and flammable substances used on site must be held by a designated person, under the direction of the Health and Safety Officer, along with all Material Safety Data Sheets (MSDS) and COSHH risk assessments for their use.

Any new products that are brought into schools that have a hazard warning symbol and there is a 'significant' risk of harm from the product in its use, misuse, quantities or storage, will require a risk assessment to be undertaken.

The Science, D & T and Art departments must have their own departmental procedures and arrangements for the storage, use, handling and production of hazardous substances. Reference should be made to particular Science, D&T or Art guidance from CLEAPPS.

Contracted service providers will ensure that a record of hazardous substances used by the cleaning, catering and other contracted services is kept on site.

Hazardous or flammable substances **must not** be decanted into any other container for storage purposes.

Designated persons, under the direction of the Health and Safety Officer will ensure the safe use of these chemicals or substances and will ensure that adequate warning notices are properly displayed especially in storage areas.

Local Exhaust Ventilation - (Fume cupboards, Dust extraction on woodworking machinery etc.) will be examined annually by an appointed service provider.

The Health and Safety Officer will be responsible for ensuring that report forms are available for reference and for reporting defects or necessary repairs etc. to the Line Manager or Headteacher.

4.11 Housekeeping/Cleaning & Waste Disposal

Appropriate signs are put up when floors are wet to minimize the risk of slips.

Sharp objects and glass are disposed of in the recommended container.

The Headteacher will make the decision whether to open the school in the event of adverse weather. The Site Manager/Caretakers are responsible for clearing snow and gritting suitable pathways to allow access to the school site.

4.12 Jewellery

Guidance on this is listed within the School Prospectus but students must not be permitted to undertake activities such as PE whilst wearing inappropriate jewellery.

4.13 Lettings and Shared Use of Premises

Please refer to the **Charging & Lettings Policy**

4.14 Lone Working

Please refer to the **Safer Working Practices Policy**

4.15 Personal Protective Equipment (PPE)

The Heads of Department/Faculty will carry out risk assessment to determine whether PPE is required in the classroom. The Health and Safety Officer will carry out risk assessment to determine whether PPE is required for all other non-curriculum-based activities. They will be responsible for selecting and procuring appropriate PPE.

Personal Protective Equipment (PPE) will be provided free of charge and must be used where it is identified as a control measure.

The Head of Department/Faculty is responsible for periodic checking of the equipment and the teachers or responsible adults are responsible for ensuring the equipment is worn by the students when required. Students will be provided with information, instruction and supervision when there is a requirement to wear PPE as a control measure.

The Head of Department/Faculty and Health and Safety Officer are also responsible for proper use, supervision and maintenance of such equipment.

Employees are responsible for reporting any damaged or unusable PPE to the Health and Safety Officer who will be responsible for procuring replacements.

4.16 Reporting Defects

All employees have a responsibility for their own and others health and safety and are therefore responsible for ensuring that any defective, damaged, poorly maintained or untested equipment is reported. Any faulty equipment must be taken out of use and if appropriate labelled 'Do not use'.

Information about the faulty equipment should be brought to the attention of the appropriate Line Manager, so it can be logged, actioned and monitored. Any machine defects should be reported to the Health & Safety Officer who will isolate the defective equipment and take appropriate action to repair the equipment or have the equipment condemned.

4.17 Risk Assessments

The Headteacher is responsible for ensuring that the designated staff carry out risk assessments for their departments (see appendices 1 and 2).

It is a legal requirement to carry out risk assessments. Risk assessments should only be carried out by a competent person, i.e. someone who has knowledge and experience.

All workplace activities have been given general assessments and these generic risk assessments are held by the Health and Safety Officer.

Specific risk assessments relate to individual persons, e.g. employees member or young person/student, or a specific, one off activity. Assessments relating to individuals should be held on that person's file.

All Offsite Visit activities must be risk assessed. Further guidance can be obtained from www.evolve.org.uk.

4.18 Educational Visits and School Journeys /Off-Site Activities

Please refer to the **Educational Visit and School Journeys Policy**

4.19 School Transport

All Employees that drive the school minibuses need to hold a current driving license and take the necessary Mini Bus Permit Test. Drivers will honour the restrictions required by the PCV license.

4.20 Smoking and Vaping

Please refer to the **No Smoking Policy**

4.21 Employees Consultation

Any unresolved Health and Safety issues that any employees or students are concerned about and cannot be resolved, for whatever reason, should be reported to the Headteacher or Health and Safety Officer for discussion at the Governors Meeting, or passed to HQ for resolution.

4.22 Employees Wellbeing

If employees are experiencing any problems in relation to stress they are encouraged to report this to their Line Manager in the first instance. The Trust offers support and guidance and counselling should the need arise.

4.23 Supervision

Adequate supervision will be maintained during curriculum time. Supervision during break and lunch times, will be carried out by staff on a rota basis along with lunch time supervisors.

4.24 Use of VDU's/Display Screens

Please refer to the **Display Screen Equipment (DSE) Policy**

4.25 Vehicles on Site

Vehicles accessing a school site are requested to drive slowly, follow any one-way systems in place and to drive in accordance with The Highway Code. Parking is in designated parking places which are clearly marked

4.26 Violence to Employees

All aggressive, verbal and physical violence will be reported to the Headteacher. Parents will be informed and appropriate action taken. Employees are required to complete an incident report form which will also act as a record of such episodes. Any incidents of aggressive, verbal and physical violence towards employees will be investigated fully and appropriate action taken by the Trust to resolve the issue. The Trust may refer any incidents of violence or aggression towards employees to the police and their legal advisor.

Violence within school will not be tolerated.

4.27 Water Hygiene

The Trust employs external contractors to carry out regular testing of water systems for Legionella. A copy of the risk assessment and report are kept on site.

4.28 Working at Height

Activities which require work at height should only be undertaken by trained staff or be identified and eliminated where possible. Where it is not possible to eliminate work at height, all reasonable steps should be taken to minimise any risks. Risk Assessments prior to commencement of any working at height activity will be undertaken, a copy of this assessment will be provided to staff authorised to work at height, it is the responsibility of the person involved to ensure this takes place.

Employees should only use the equipment they are trained to use, Employees must only use access equipment provided by the school and must not stand on tables or chairs. Students are not permitted to use access equipment. Information, instruction and supervision will be provided to specific students that may use access equipment for school related activities.

Contractors are expected to provide their own equipment and will not be permitted to use the schools equipment.

The Health and Safety Officer is responsible for ensuring:

- All work at height is properly planned and organised
- The use of access equipment is restricted to authorised users
- All those involved in work at height are trained and competent to do so
- The risks from working at height are assessed and appropriate equipment selected
- A register of access equipment is maintained
- All access equipment is inspected and maintained
- The risks from fragile surfaces is properly controlled

4.29 Work Experience

Invictus Education Trust has adopted Dudley EBP's Work Experience Scheme and adheres to their policy on work placements, this includes the requirement for all work placements be with reputable companies that have the required insurance and a Health and Safety Policies in place.

4.30 Pregnant Workers and Nursing Mothers

The definition of ‘new or expectant mother’ means a worker who is pregnant, who has given birth within the previous six months, or who is breastfeeding. ‘Given birth’ is defined in the regulations as ‘delivered a living child or, after 24 weeks of pregnancy, a stillborn child’.

It is the responsibility of employees to inform their line manager or Health and Safety Officer as soon as they know they are (or are no longer) pregnant.

A risk assessment will be carried out, as soon as reasonably practicable in consultation with pregnant worker to ensure that there are no risks to the expectant mother or baby from the employee’s duties or environment. The risk assessment will be reviewed on a regular basis, and this may have to be increased as the pregnancy progresses.

If the risk assessment identifies hazards that cannot be eliminated or reduced sufficiently the pregnant worker’s duties will be adjusted appropriately to ensure they are. If that cannot be achieved locally, the pregnant worker may be re-deployed for the duration of the pregnancy to a safer environment. If this cannot be achieved the legislation requires the pregnant worker to be suspended from work on maternity grounds. Further guidance can be obtained from HQ.

4.31 Manual Handling

All work activities that involve the manual handling of loads which present a significant risk to the health and safety of any persons must be reported to the Health and Safety Officer who will arrange for a risk assessment to be carried out.

NOTE: This does not include tasks that are of a low risk, are straightforward or will only take a very short time, but does include activities where the load is quite small but the activity is of a highly repetitive nature.

The written risk assessment will be provided to employees who must follow the instruction given when carrying out the task. This assessment will take into account the task, load, environment and individual and other factors that might affect the risk to the health and safety of employers or other persons.

Hazardous manual handling operations must be eliminated where it is reasonably practical to do so. Where it is not reasonably practicable to do so a risk assessment should be made and the risk reduced as far as is reasonably practicable. The use of mechanical aids and/or team manual handling will significantly reduce risk.

Employees should be provided with appropriate equipment to reach items that are stored at height. Note – heavy items should never be stored at height.

The written risk assessment will take into account the task, load, environment and individual and other factors that might affect the risk to the health and safety of employers or other persons.

Employees should ensure they are not lifting heavy items and equipment unless they have received training and/or equipment in order to do so safely.

4.32 Work Equipment

All work equipment used on the premises should be fully inspected upon installation and must undergo an annual recorded maintenance and service inspection by a competent person or external provider. Any defects should be reported to the Site Manager.

Employees must not provide their own equipment.

Employees must ensure that they are appropriately trained to use equipment, and that only trained and authorised employees are permitted to use equipment.

Heads of Department/Faculty are responsible for ensuring a suitable and sufficient Risk Assessment has been carried out prior to the use of such equipment.

A list of equipment that has been identified as posing a risk should be kept by the Health and Safety Officer along with a maintenance schedule, copies of risk assessments and a list of authorised users.

Examples of work equipment are power tools, D & T machinery/tools, access equipment, lifting equipment, PE and play equipment, kiln, etc.

Invictus Education Trust have Safe Working Procedures for high risk equipment, please see appendix XX

4.33 Maintenance of Emergency Equipment

The arrangements for fire prevention inspections, testing of equipment etc. are given below.

Testing of the Fire Alarm System

The Fire Alarm will be tested weekly, (using a different call-point each time). Defects on the system must be reported immediately to the designated service provider.

Inspection of Fire Fighting Equipment

An annual maintenance service of all extinguishers in school should be undertaken. The site team will ensure this is done. A copy of the service report will be kept in school. Defective equipment or extinguishers that need recharging should be reported direct to the designated service provider.

Smoke Detection & Emergency Lighting Systems

These systems will be checked annually by the designated service provider and a copy of the report will be kept in school.

All requirements for remedial action highlighted by the above checks will be implemented as soon as reasonably practicable.

4.34 Health & Safety Training

The Headteacher, Health and Safety Officers and Line Managers are responsible for identifying the health and safety training needs of employees. This would include the following areas:

- Induction procedures
- Emergency evacuation procedures
- Use of emergency Fire Fighting equipment
- First Aid
- Accident and incident reporting
- Safety inspections
- Good housekeeping including defect reporting
- Lifting and manual handling procedures
- Asbestos safety and log
- Safe use of work equipment

- Personal safety and security, including lone working
- Handling of chemicals, safe systems of work, COSHH and CLEAPPS
- Offsite visits and journeys and working off site with students/young people etc.
- Use of Display Screen Equipment
- Use of personal protective equipment
- Occupational Health Issues (e.g. recommended vaccinations, stress, asthma etc.)

INVICTUS

Education Trust

Classroom Risk Assessment

Questions you should ask:		Yes	Further Action Needed	N/A
Movement around the classroom (slips and trips)	Is the internal flooring in a good condition?			
	Are there any changes in floor level or type of flooring that need to be highlighted?			
	Are gangways between desks kept clear?			
	Are trailing electrical leads/cables prevented wherever possible?			
	Is lighting bright enough to allow safe access and exit?			
	Are procedures in place to deal with spillages, e.g. water, blood from cuts?			
	For stand-alone classrooms: <ul style="list-style-type: none"> • Are access steps or ramps properly maintained? • Are access stairs or ramps provided with handrails? 			
Work at height (falls)	Do you have an ‘elephant-foot’ step stool or stepladder available for use where necessary?			
	Is a window-opener provided for opening high-level windows?			
Furniture and fixtures	Are permanent fixtures in good condition and securely fastened, e.g. cupboards, display boards, shelving?			
	Is furniture in good repair and suitable for the size of the user, whether adult or child?			
	Is portable equipment stable, e.g. a TV set on a suitable trolley?			
	Where window restrictors are fitted to upper floor windows, are they in good working order?			
	Are hot surfaces of radiators etc. protected where necessary to prevent the risk of burns to vulnerable young people?			
Manual Handling	Have trolleys been provided for moving heavy objects, e.g. computers?			
Computers & similar equipment	If you use computers as part of your job, has a workstation assessment been completed?			
	Have pupils been advised about good practice when using computers?			
Electrical equipment and services	Are fixed electrical switches and plug sockets in good repair?			
	Are all plugs and cables in good repair?			
	Has portable electrical equipment, e.g. laminators, been visually checked and, where necessary, tested at suitable intervals to ensure that it’s safe to use? (There may be a sticker to show it has been tested)			
	Has any damaged electrical equipment been taken out of service or replaced?			
Asbestos	If the school contains asbestos, have details of the location and its condition in the classroom been provided and explained to you?			

	Have you been provided with guidance on securing pieces of work to walls/ceilings that may contain asbestos?			
Workplace ventilation and heating	Does the room have natural ventilation?			
	Can a reasonable room temperature be maintained during use of the classroom?			
	Are measures in place, for example blinds, to protect from glare and heat from the sun?			

Additional Issues		Yes	Further Action Needed	N/A

Further Action Needed

Hazards noted:	Action taken and when:

Name (and position) :	Signature:	Date:
Location/name of classroom:		



GENERAL RISK ASSESSMENT RECORD

Date of Assessment:			Name of Assessor:	
Risk Assessment Title:				
Hazard/Task/Issue	Description of Risk Possible Harm & People at Risk	Inherent Risk Rating L/M/H	How do we manage this risk, what controls can we put in place to reduce the risk	Residual Risk Rating L/M/H

Hazard/Task/Issue	Description of Risk Possible Harm & People at Risk	Inherent Risk Rating L/M/H	How do we manage this risk, what controls can we put in place to reduce the risk	Residual Risk Rating L/M/H
Form completed by:			Date	

Further actions required:
Review Date:
Head of Dept/Line Manager Signature/Relevant Signature

Hazard Identification Prompt Sheet

This must be used as a prompt for identifying hazards and must not be considered as a comprehensive list of all hazards that may be present.

	Hazard Type	Details
Machinery	Crushing	
	Cutting / Shearing	
	Entanglement	
	Drawing-in / Trapping	
	Impact	
	Stabbing	
	Abrasion	
	High Pressure	
	Radiation	
	Electricity	
Work Practice	Highly repetitive actions	
	Stressful postures	
	Lifting / Handling	
	Mental Overload / Stress	
	Visual fatigue	
	Inadequate rest breaks	
Substances	Toxic substances (fluids/gas/mist/fumes/dust)	
	Corrosive substances	
	Irritant/Harmful substances	
	Flammable substances	
	Explosive substances	
	Biological hazards	
	Substances harmful to environment	
Environment	Hot or cold surface(s)	
	Hot or cold ambient temperatures	
	Poor ventilation/Risk of O ₂ depletion	
	Confined or limited spaces	
	Significant noise	
	Significant vibration	
	Poor lighting	
	Work heights that present risks	
	Slips / Trips	
	Vehicles	
Human Factors	Inconsistent application of rules	
	Low levels of supervision/monitoring	
	Poor communication	
	Poor information	
	Lack of knowledge	
	Poor training	
	Lack of experience	

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Risk Assessment Action Plan

Assessment Ref:	Revision No:
Manager:	Page of

Hazard No.	Further Actions Required	Planned Completion Date	Date Completed

The above actions have been agreed as reasonably practicable steps to reduce risk
 Manager's Signature: _____ Date: _____

The actions referred to above have been completed.
 Manager's Signature: _____ Date: _____

Appendix 3



Safe Working Procedure
 Job Title or Task: **Safe Handling and Storing Inventory**

School/Department: Kitchen	Approved By:	Date Created:	Review / Revised date:
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<p style="text-align: center;">Potential Hazards: Fill in those that apply</p> <p>H M L risk for injury</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> Awkward postures – bending, reaching</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> Forceful exertions – lifting heavy items</p> <p><input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> Repetitive movements – opening boxes, stocking</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Vibration</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Compression</p> <p><input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> Sharp points / edges – box edges, utility knife</p> <p><input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> Pinch points – fingers against edges of shelves</p> <p><input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> Materials falling – Cluttered shelves</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Surfaces causing falls</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Moving machinery</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Chemicals</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Biological pathogens</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Electrical</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Extreme heat / cold</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Noise</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Combustibles / flammables</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Other _____</p>	<p style="text-align: center;">Personal protective equipment / devices required / other safety considerations</p> <p>-Gloves when handling sharp or jagged items or when there is risk of pinches</p> <p>-Protective closed toe footwear</p> <p>-Cart, trolley, or wheeler to move heavy goods</p> <p>-Heavier items should be stored between hip to shoulder height to reduce bending</p> <hr/> <p style="text-align: center;">Training / Reference information</p> <p>-Injury prevention orientation</p>
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Note: Signs and symptoms of a musculoskeletal injury (MSI) can include pain, burning, swelling, stiffness, numbness/tingling, and/or loss of movement or strength in a body part. Report these to your supervisor.

Employers must ensure that workers are trained and follow this SAFE Work Procedure

Steps to perform this task safely:

- Assess the load. Do not attempt to lift or carry heavy or awkward items by yourself. Use lift aid (cart, 2-wheeler etc.) or get assistance
- If using utility knife to open boxes or bags, direct knife away from your body and ensure other hand is clear
- Store heavier items or most frequently used items between hips and chest to reduce repetitive bending and to allow safer body positioning for moving heavier loads.
- Use steps if items are beyond a comfortable reach or if reaching is repetitive
- If you must slide material closer or away from you, try to keep your back straight and weight shift with your whole body rather than using only your arms
- If possible ensure there is enough room to lift properly and travel by moving obstructions
- Proper lifting and carrying technique is to:
 - use a wide stance either side to side or front to back (lunge position). Get close to what you have to lift
 - get a good grip before lifting or lowering with both hands if possible
 - bend your knees and hips, try to keep your back straight, shoulders back and elbows in
 - lift by pushing with your legs. If using a lunge position, push more through your front leg
 - keep the load close to your body when lifting or carrying
 - turn by taking small steps with your feet. Avoid twisting your back when lifting, lowering, carrying or pushing & pulling
- If a load is to go onto or is to be pulled from a high shelf within a standing reach, keep elbows in line with the body and extra tightening of the abdominals can help keep the back from arching backward excessively



Safe Working Procedure
Job Title or Task: **Step Ladders/Step Stools**

School/Department:	Approved By:	Date Created:	Review / Revised date:
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Potential Hazards: Fill in those that apply	Personal protective equipment / devices required / other safety considerations																																																																								
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%;">H</td> <td style="width: 10%;">M</td> <td style="width: 10%;">L</td> <td style="width: 80%;">risk for injury</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td>Awkward / sustained postures</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Forceful exertions – carrying ladder</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Repetitive movements</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Vibration</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Compression</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Sharp points / edges</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td>Pinch points – fingers in ladder</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Falling material</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Surfaces causing falls</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Moving machinery</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Chemicals</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Biological pathogens</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Electrical</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Extreme heat / cold</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Noise</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Combustibles / flammables</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Risk of falling</td> </tr> </table>	H	M	L	risk for injury	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Awkward / sustained postures	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Forceful exertions – carrying ladder	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Repetitive movements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Vibration	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Compression	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sharp points / edges	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Pinch points – fingers in ladder	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Falling material	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Surfaces causing falls	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Moving machinery	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Chemicals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Biological pathogens	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Electrical	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Extreme heat / cold	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Noise	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Combustibles / flammables	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Risk of falling	<p>-Safety footwear</p> <hr/> <p>Training / Reference information</p> <p>-Injury prevention orientation -working at height awareness</p>
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<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Chemicals																																																																						
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Biological pathogens																																																																						
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<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Combustibles / flammables																																																																						
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Risk of falling																																																																						

Note: Signs and symptoms of a musculoskeletal injury (MSI) can include pain, burning, swelling, stiffness, numbness/tingling, and/or loss of movement or strength in a body part. Report these to your supervisor.

Employers must ensure that workers are trained and follow this SAFE Work Procedure
Steps to perform this task safely:

- Pre-inspect for possible defects before using.
- A step ladder cannot be more than 6 m when set up for use
- Inspect the ladder for integrity, excessive wear / damage and if damage is apparent, remove from service
- Place the ladder feet on a level, solid surface, ensuring the 4 feet grip and the legs are secure in place with metal braces. Ensure brakes are engaged if the step ladder has these
- Do not set up the step ladder sideways to the work unless there is a railed platform at the top
- Go up and down a ladder facing it, taking only 1 step at a time. Hold the side rails with both hands
- Only extend your arms beyond the sides of the stepladder. Keep your body centered
- Do not stand on top of the step ladder / stool unless the manufacturer permits such as when it has a railed platform at the top
- Do not over reach when working on a step ladder / stool
- Do not leave step ladders / stools unattended. Return to designated storage area



Safe Working Procedure
Job Title or Task: **Cleaning Ovens**

School/Department: Kitchen / Dietary	Approved By:	Date Created:	Review / Revised date:
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Potential Hazards: Fill in those that apply	Personal protective equipment / devices required / other safety considerations																																																																				
<p>H M L risk for injury</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%;"><input type="checkbox"/></td> <td style="width: 10%;"><input checked="" type="checkbox"/></td> <td style="width: 10%;"><input type="checkbox"/></td> <td style="width: 80%;">Awkward / sustained postures - reaching</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td>Forceful exertions – scrubbing</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Repetitive movements - scrubbing</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Vibration</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Compression</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Sharp points / edges</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Pinch points</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Material falling</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Surfaces causing falls</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Moving machinery</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Chemicals</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Biological pathogens</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Electrical currents / discharge</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Extreme heat / cold</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Noise</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Combustibles / flammables</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Other _____</td> </tr> </table>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Awkward / sustained postures - reaching	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Forceful exertions – scrubbing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Repetitive movements - scrubbing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Vibration	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Compression	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sharp points / edges	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Pinch points	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Material falling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Surfaces causing falls	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Moving machinery	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Chemicals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Biological pathogens	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Electrical currents / discharge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Extreme heat / cold	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Noise	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Combustibles / flammables	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other _____	<p>-Follow manufacturer’s or workplace label for appropriate PPE such as gloves, goggles when using cleaning chemical</p> <p>-Consider using knee pads if prolonged kneeling on floor when cleaning</p> <hr/> <p style="text-align: center;">Training / Reference information</p> <p>-Injury prevention orientation</p> <p>-COSHH Awareness</p> <p>-MSDS for product</p>
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<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Forceful exertions – scrubbing																																																																		
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<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other _____																																																																		

Note: Signs and symptoms of a musculoskeletal injury (MSI) can include pain, burning, swelling, stiffness, numbness/tingling, and/or loss of movement or strength in a body part. Report these to your supervisor.

Employers must ensure that workers are trained and follow this SAFE Work Procedure
Steps to perform this task safely:

- Turn off gas supply prior to cleaning the gas stove or oven
- Ensure the stove or oven has cooled before beginning to clean it
- Wear safety goggles, gloves or other PPE required according to safe chemical use label for chemical used. Follow recommended wait time to allow product to work
- Cleaning an oven can require force and repetitive movements in awkward positions. Go on one knee or crouch rather than standing and bending at the waist. Take micro breaks, switch positions, switch arms to reduce the stress on your body

Appendix 6



Safe Working Procedure

Job Title or Task: **Gas Deep Fryer (Frying, Filtering, Cleaning)**

School/Department: Kitchen / Dietary	Approved By:	Date Created:	Review / Revised date:
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Personal Protective Equipment or other Required Equipment or other Safety Considerations: Heat resistant gloves (oven mitts), splash proof apron, heat resistant gloves must be worn while filtering and cleaning the deep fryer as well dependent on the MSDS requirements for PPE.

Hazards: The deep fat fryer can be an especially dangerous piece of equipment because of its open top and the high temperature of the frying oil and shortening. Common injuries include burns from splashing of hot oil while operating, filtering or cleaning. Severe injuries have occurred when workers have slipped on the surrounding floor and fallen with their arms in the oil or while cleaning the ventilation above. Because of these hazards, protective clothing and special training in safety procedures for employees are needed in every stage of the operation.

Note: This task may expose workers to musculoskeletal injury (MSI) risks. Signs and symptoms include pain, burning, numbness, tingling, swelling, loss of movement or strength in a body part.

Education and training prerequisites: e.g. instructions or other SWPs→→	Read MSDS requirements regarding chemical usage. Training in-house by individuals, experienced and knowledgeable with the equipment. Part of annual equipment list review.
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Steps to be taken to complete task safely:

- Pre-operational**
- Remove cover on fryer and baskets and set aside.
 - Make sure drain valves are closed completely.
 - Fill fryer to “oil level” line. Never operate the fryer or the filter without shortening in the system.
 - Turn fryer switch on to desired temperature.

- Adding and Removing Food**
- Use personal protective equipment (aprons and gloves) as directed.
 - The fryer basket should be filled no more than half way.
 - Lower and raise the baskets gently to avoid splattering and bubbling. Use tongs for transferring hot food into and out of the baskets.
 - Wet foods often spatter hot oil when they are submerged in the fryer. Foods should always be dried before submerging in a fryer. Frozen foods should have excess ice crystals shaken off before submerging.
 - Ensure that containers or pans to hold food after cooking should be located as close as possible to the fryer to avoid moving baskets too far. This will also reduce the chance of dripping oil on the employee or on the floor.
 - When tasks are complete, remove heat resistant gloves and place in soiled glove basket beside the supervisor’s office. **DO NOT** dispose gloves in regular soiled linen bags.
 - If oil splatters or drops on floor; use proper de-greasing techniques to clean up to prevent slips.
- CAUTION: Extreme care must always be exercised when you are working with hot shortening.**

Filtering

IMPORTANT: Never operate the filter unless the fryers have been brought up to cooking temperature, and filter heater has been turned on for at least 30 minutes. Once the filtering or cleaning process is started, it should not be interrupted.

Heat resistant gloves must be worn while filtering and cleaning the deep fryer.

- Allow fryer to cool to a temperature of 200 F.
- Depress fryer ON-OFF switch to “OFF” to stop the cooking cycle.
- Put on approved safety gloves and apron.
- Snap power shower into fry pot connection.
- Open drain valve. Drain valve safety switch will turn fryer off if operator forgets.
- Place covers back on the fry pots to avoid splashes from hot oil. Pull filter lever to start the filter pump. Hot shortening jets over inside surface of fry pot flushing crumbs and sediment into the filtering system. Scoop out sludge from bottom of fryer (rest will drain down to pan).
- Drain shortening while still hot, through a filter into clean, approved shortening pails (not plastics - these can melt and leak). Let oil completely drain into pail, only fill pails to 2/3 full. Cover pail(s) with lid and secure, store out of immediate work area. Uncovered pans or containers of hot oil or grease must never be left unattended on the floor and should not be left in aisle ways or anywhere they can be knocked over.
- After shortening is completely filtered, scrape sides with flat spatula and brush
- Remove power shower assembly.
- Depress ON switch to start cooking cycle.
- During filtering and cooking process, turn OFF filter heat switch located on filter control panel.
- Clean equipment according to cleaning guidelines.
- Ensure that equipment is dried thoroughly prior to refilling.
- Re-fill fryer by carefully pouring the cooled (to below 200 F) shortening back into the well. Fill to the correct level with filtered shortening. Top up fryer to the oil level line (completely covering elements).

CAUTION: Never lift the drain pan by the handle. This handle is designed to pull the pan from the filter system cabinet, not for lifting. The pan must be rolled on its casters to disposal area.

Cleaning

Heat resistant gloves must be worn while filtering and cleaning the deep fryer.

- The fry pot should be cleaned periodically by combining it with disposing of the used shortening.
- After the fryer has been emptied, and the drain valve closed.
- Fill the fry pot to the oil level mark with water and correct amount of fryer cleaner, lower the baskets into the fry pot and bring the water to a boil for 10-15 minutes.
- **Read the Material Safety Data Sheet of the cleaning product and use the personal protective equipment required. Remember, if a product is corrosive it will burn your skin on contact and lungs if breathed in.**
- Empty, rinse and thoroughly dry.

IMPORTANT: When draining water from the fry pots, be sure to remove the filter pan and direct the drainpipe into a refuse pan or stock pot. Do not allow water to be drawn into the pump.

Changing Filter

- Remove the filter holder by gently pulling the insulated handle on the filter holder towards you.
- Once you have disconnected the filter, pull out the drain pan and remove the crumb screen. The dirty filter paper can be removed, its holder cleaned and clean filter paper installed.
- Use extreme caution not to contaminate the filter holder with sediment when removing the dirty filter paper.
- Start up or leave fryer OFF, as business requires.

IMPORTANT – when draining water from the fry pots, DO NOT allow water to be drawn into the pump.

Responsibilities, Completion and Review

Management and workers to ensure all duties performed in accordance to training, established health and safety regulations/guidelines, policies and procedures (e.g. utilizing personal, protective equipment as per SAFE Work Procedures). Notify Manager or designates (i.e. supervisors) of all occurrences, injuries illnesses or safety and health concerns which are likely to harm themselves, co-workers, or any others who enter the premises.

Completed By:

Date Completed:

Last Reviewed By and Date:

Note: This task will be monitored periodically to ensure compliance and effectiveness.

Appendix 7



Safe Working Procedure
Job Title or Task: **Serving Food**

School/Department: Kitchen	Approved By:	Date Created:	Review / Revised date:
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Potential Hazards: Fill in those that apply	Personal protective equipment / devices required / other safety considerations
<p>H M L risk for injury</p> <p><input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> Awkward postures – wrist position, reaching</p> <p><input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> Forceful exertions – overloaded trays</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> Repetitive movements – scooping food</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Vibration</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Compression</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Sharp points / edges</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Pinch points</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Materials falling</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Surfaces causing falls</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Moving machinery</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Chemicals</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Biological pathogens</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Electrical</p> <p><input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> Extreme heat – food and liquid spills</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Noise</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Combustibles / flammables</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Other _____</p>	<p>-Food serving gloves</p> <p>-Serving apron</p> <p>-Hair net</p> <hr/> <p style="text-align: center;">Training / Reference information</p> <p>-Injury prevention orientation</p> <p>-Food hygiene certificate</p>

Note: Signs and symptoms of a musculoskeletal injury (MSI) can include pain, burning, swelling, stiffness, numbness/tingling, and/or loss of movement or strength in a body part. Report these to your supervisor.

Employers must ensure that workers are trained and follow this SAFE Work Procedure
Steps to perform this task safely:
<ul style="list-style-type: none"> - Wear gloves, apron to protect against hot spills - When filling plates or bowls with food, try to reduce repetitive movements by change scooping hands periodically - Caution servers of hot items - Transporting steam table requires 2 workers, one in the front to guide and one behind to push - Do not place more than two plates on a tray when serving tables - When placing food / beverages in front of residents, caution them if food / dishes are hot - Wear gloves when collecting dishes and cutlery when residents have eaten. Place liquids into collection bins and other debris into garbage containers. - Do not over stack dishes in bins and on clearing carts - Bring cart to dishwashing area and empty trash into waste cans



Safe Working Procedure
Job Title or Task: **Using Knives**

School/Department: Kitchen / Dietary	Approved By:	Date Created:	Review / Revised date:
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Potential Hazards: Fill in those that apply	Personal protective equipment / devices required / other safety considerations
<p>H M L risk for injury</p> <p><input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> Awkward / sustained postures</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Forceful exertions</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> Repetitive movements – sustained cutting</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Vibration</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Compression</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Sharp points / edges – slicing blade is very sharp</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Pinch points</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Material falling</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Surfaces causing falls</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Moving machinery</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Chemicals</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Biological pathogens</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Electrical currents / discharge</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Extreme heat / cold</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Noise</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Combustibles / flammables</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Other _____</p>	<p>-Cut resistant gloves if cleaning sharp knives or blades</p> <p>-Cut resistant gloves if it is unavoidable to cut in the direction of your other hand</p> <p>-Store knives in sheaths or scabbards</p> <p>-Anti fatigue matting will reduce stress from long periods of standing</p> <p>-Let items thaw sufficiently before cutting</p> <hr/> <p style="text-align: center;">Training / Reference information</p> <p>-Injury prevention orientation</p> <p>-Dietary department orientation</p>

Note: Signs and symptoms of a musculoskeletal injury (MSI) can include pain, burning, swelling, stiffness, numbness/tingling, and/or loss of movement or strength in a body part. Report these to your supervisor.

Employers must ensure that workers are trained and follow this SAFE Work Procedure

Steps to perform this task safely:

- Keep knives sharp so less effort is required when using them. Never try to tear or break through a tough food item (such as a frozen item or a bone) with force. Choose a more appropriate knife, technique or process
- When possible, choose to use ergonomic knives which keep your wrist in a more neutral (straight) position, especially when using a knife for extended periods
- Remove appropriate knife from sheath or scabbard
- Cut in a direction away from your body and keep finger curled away from the cutting line, or whenever possible, use a device to hold the food item to be cut
- If it is unavoidable or unrealistic to cut in a direction away from your other hand, you must wear a cut resistant glove on the hand not holding the knife
- Never try to catch a falling knife
- Never attempt to wipe foodstuffs off the blade with your fingers
- When using a knife for extended periods, take micro breaks or change tasks to rest the muscles. Try to maintain an upright posture and try to work with your elbow close to your body
- When placing a knife down, always ensure the blade is facing in a direction away from the user
- Do not leave knives, blades or other sharp items in the sink
- Point blades down when placing knives in vertical containers such as the dishwasher
- Return and store knives in sheaths or scabbards when not in use

Appendix 9



Safe Working Procedure
Job Title or Task: **Using Power Hand Tools**

School/Dept.:	Approved By:	Date Created:	Review / Revision date:
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Hazards:	Personal Protective Equipment / Devices required / Other safety considerations	T raining / Reference information
<ul style="list-style-type: none"> -Awkward postures, forceful exertions and repetition when using hand tools -Cuts from saw blades, bits, discs -Dust and fumes -Excessive noise in some environments -Vibration 	<ul style="list-style-type: none"> -Gloves if using blades or sharp objects -Safety footwear -Eye protection -Hearing Protection -Secure loose clothing, hair, draw strings from hoods etc. that could become entangled in tool 	<ul style="list-style-type: none"> -Injury prevention orientation -In house training -Operating manuals

Note: Common signs and symptoms of a musculoskeletal injury (MSI) can include pain, burning, swelling, stiffness, numbness/tingling, and/or loss of movement or strength in a body part. Report these to your supervisor.

Employers must ensure that workers are trained and follow this SAFE Work Procedure
Steps to complete this task safely:

Note: the instructions below are relevant for hand held power tools including but not limited to drills, circular saws, jig saws, reciprocating saws, hand sanders, belt sanders and grinders

- Only use power tools in a manner specified by the operational instructions and in dry environments
- Do not use broken power tools, ones that have cracks or splits in them, or tools that have had guards removed
- Do not force the power tool. This can make the tool less effective, damage it, or could make the tool slip. Ensure the cutting blade, disc/belt, bit, etc. is correct for the application and is in good condition
- For repetitive or long-lasting tasks, take micro breaks or change tasks or positions to reduce stress on the same muscles
- Try to work in neutral positions as often as possible (wrists and back straight, elbows in, reduce back twisting by instead taking small steps to reposition, etc.) and try to avoid overreaching
- Use both hands to use the power tool if it has been designed this way
- Keep work areas free of loose tools which could be tripped over and after use, return tools to designated areas and keep them unplugged
- Wear eye protection when cutting with power saws, drilling or grinding. Direct sparks, chips etc. away from you and others
- Always keep your second hand (for one handed tools) and other body parts clear of the cutting, drilling, or grinding path of the power tool. Cut / grind etc. in a direction away from the body
 - Try to use power tools where there is adequate ventilation to remove dust. If this is not possible, use a dust mask
- Use clamps or other practical way to secure and support piece(s) to a stable platform before working on it. Holding pieces or items with only your hand or against your body leaves it unstable and may lead to loss of control and serious injury.
- De-energize the tool once you are finished using it and before changing, bits, blades, discs, belts etc. Let the tool cool before touching the blade, bit etc. to change it



Safe Working Procedure
Job Title or Task: **Using Hand Tools (non-power)**

School/Department:	Approved By:	Date Created:	Review / Revised date:
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Potential Hazards: Fill in those that apply	Personal protective equipment / devices required / other safety considerations
<p>H M L risk for injury</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> Awkward / sustained postures – varies with task</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> Forceful exertions – pushing, gripping, twisting,</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> Repetitive movements</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Vibration</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Compression</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> Sharp points / edges – knives, pliers</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> Pinch points – in tools or against materials</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Materials falling</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Surfaces causing falls</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Moving machinery</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Chemicals</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Biological pathogens</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Electrical</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Extreme heat / cold</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Noise</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Combustibles / flammables</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Other _____</p>	<p>-Gloves if using knives</p> <p>-Safety footwear</p> <hr/> <p style="text-align: center;">Training / Reference information</p> <p>-Injury prevention orientation</p> <p>-In house training</p> <p>-Tool manuals / instructions</p>

Note: Signs and symptoms of a musculoskeletal injury (MSI) can include pain, burning, swelling, stiffness, numbness/tingling, and/or loss of movement or strength in a body part. Report these to your supervisor.

Employers must ensure that workers are trained and follow this SAFE Work Procedure
Steps to perform this task safely:

Note; The instructions below are relevant for non-powered hand tools, including but not limited to, screw drivers, hammers, hand saws, utility knives, cutters, pliers, etc.

- Do not use broken tools or tools that have cracks or splits in handles
- Only use tools in a manner that they have been designed
- Carry sharp tools in their sheath or holster
- Keep cutting tools sharp so less effort is required for them to be effective
- When using knives, sheaths or shears, keep your other hand or body parts out of the cut line, ensure that there is a barrier between the knife and your body or cut in a direction away from your body
- Try to work in neutral positions as often as possible (wrists and back straight, elbows in, reduce back twisting by instead taking small steps to reposition, etc.) and try to avoid overreaching
- Take micro breaks or change tasks periodically to reduce repetitive or physically demanding tasks
- Keep work areas free of loose tools which could be tripped over and after use, return tools to designated areas



Safe Working Procedure
Job Title or Task: **Using a Band Saw**

Potential Hazards: Fill in those that apply	Personal protective equipment / devices required / other safety considerations		
<p>H M L risk for injury</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> Awkward / sustained postures - lifting, reaching</p> <p><input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> Forceful exertions - lifting wood</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Repetitive movements</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Vibration</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Compression</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Sharp points / edges - saw blade, wood</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Pinch points</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Material falling - wood onto feet</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Surfaces causing</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> Moving machinery - saw blade</p> <p><input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> Chemicals - wood dust</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Biological pathogens</p> <p><input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> Electrical</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Extreme heat / cold</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> Noise - cutting with saw</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Combustibles / flammables</p> <p><input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> Other - clothing getting caught in machinery</p>	<p>-Eye protection</p> <p>-Hearing protection</p> <p>-Safety footwear</p> <p>-Disposable Respirator (N95)</p> <p>-Push stick or jig</p> <p>-Safeguards</p> <p>-Dust collection system</p> <p>-Secure loose clothing, hair, jewelry, draw strings from hoods that could become entangled in tool</p>		
<p>Note: Signs and symptoms of a musculoskeletal injury (MSI) can include pain, burning, swelling, stiffness, numbness/tingling, and/or loss of movement or strength in a body part. Report these to your supervisor.</p>			
<p>Employers must ensure that workers are trained and follow this SAFE Work Procedure</p> <p>Steps to perform this task safely:</p>			
<p>-Ensure any loose-fitting clothing is tucked in appropriately.</p> <p>-Pre-inspect saw for possible defects before using. Check electrical cords, switches, blade guards. Ensure dust collection system is engaged.</p> <p>-Obtain wood from bin to bring to the saw. Inspect wood for defects and foreign objects and discard defective pieces. When lifting materials, try to keep your back straight and keep the load close to reduce stress on your back. Bend hips and knees rather than bending at the waist. Avoid twisting your back by instead taking small steps to turn.</p> <p>-Place wood on platform and adjust blade guard to 1/8th inch above the height of the stock.</p> <p>-Put on eye and hearing protection</p> <p>-Turn on saw. Hold wood firmly on platform and feed the wood into the blade. Keep hands in safe zone. Use jig sticks or push stick if hands must leave safe zone because of stock size.</p> <p>-Never try to pick up or move loose wood next to the blade with your hands</p> <p>-Turn off machine if the material is to be backed out of an unfinished cut</p> <p>-When task is complete, shut off saw and remove wood. To avoid over reaching and possible cuts, use a push stick to clear wood near the blade.</p> <p>-De-energize and lock out machine if cleaning it. If there is a large amount of saw dust, wear eye protection and a disposable respirator (N95) while cleaning.</p>			
School/Department:	Approved By:	Date Created:	Review / Revised date:



Safe Working Procedure
Job Title or Task: **Fixed Bench Grinder**

School/Department:	Approved By:	Date Created:	Review / Revised date:
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Potential Hazards: Fill in those that apply	Personal protective equipment / devices required / other safety considerations
<p>H M L risk for injury</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> Awkward / sustained postures – holding parts</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> Forceful exertions – holding against grinder/brush</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Repetitive movements</p> <p><input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> Vibration – (hand arm) part against grinder</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Compression</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> Sharp points / edges – grinder wheels, brush</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Pinch points</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Materials falling</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Surfaces causing falls</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Moving machinery</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Chemicals</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Biological pathogens</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Electrical</p> <p><input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> Extreme heat – burns from hot parts</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Noise</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Combustibles / flammables</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Other _____</p>	<p>- Gloves</p> <p>- Safety footwear</p> <p>- Eye protection / face shield</p> <p>- Hearing protection</p> <p>- Secure loose clothing, hair, draw strings from hoods etc. that could become entangled in tool</p> <hr/> <p style="text-align: center;">Training / Reference information</p> <p>-Injury prevention orientation</p> <p>-In house training</p> <p>-Operators manual</p>

Note: Signs and symptoms of a musculoskeletal injury (MSI) can include pain, burning, swelling, stiffness, numbness/tingling, and/or loss of movement or strength in a body part. Report these to your supervisor.

Employers must ensure that workers are trained and follow this SAFE Work Procedure
Steps to perform this task safely:

- Only use the grinder in a manner specified by the operational instructions and always ensure the guards are in place
- Pre-inspect grinder to ensure switches, cords, grinding stone or brush are in good working order. If there is damage or excessive wear and tear, do not use the grinder and inform a supervisor
- Ensure the tool rest is not below the horizontal centre line and no more than 3mm from the face of the wheel
- Hold the part firmly but do not apply excessive force of the tool / part against the grinder
- Do not try to hold parts that are too small so that there is a risk that your fingers may contact the grinding wheel. Attach and secure part to be grinded to another tool / extender such as vice grips
- Do not grind against the side of the wheel
- Grinding wheel shape and wear must be maintained as per manufacturer’s specifications
- For repetitive or long-lasting tasks, take micro breaks or change tasks or positions to reduce stress on the same muscles
- Always turn off the grinder and unplug it / lock it out before performing adjustments, maintenance or repairs

Appendix 13



Safe Working Procedure
Job Title or Task: **Using a Circular Saw**

School/Dept.:	Approved By:	Date Created:	Review / Revised date:
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Potential Hazards: Fill in those that apply	Personal protective equipment / devices required / other safety considerations																																																																				
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%;">H</td> <td style="width: 10%;">M</td> <td style="width: 10%;">L</td> <td style="width: 80%;">risk for injury</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Awkward / sustained postures</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Forceful exertions</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Repetitive motions</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Vibration</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Skin compression</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Sharp points / edges</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Pinch points</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Material falling</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Surfaces causing falls</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Moving machinery</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td>Chemicals - Dust</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td>Electrical – discharge if defective cord</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td>Extreme heat / cold</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td>Noise</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Combustibles / flammables</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td>Other - Projectiles</td> </tr> </table>	H	M	L	risk for injury	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Awkward / sustained postures	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Forceful exertions	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Repetitive motions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Vibration	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Skin compression	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Sharp points / edges	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Pinch points	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Material falling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Surfaces causing falls	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Moving machinery	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Chemicals - Dust	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Electrical – discharge if defective cord	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Extreme heat / cold	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Noise	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Combustibles / flammables	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Other - Projectiles	<ul style="list-style-type: none"> -Safety footwear -Eye protection -Hearing protection -Face Mask -Secure loose clothing, hair, draw strings from hoods etc. that could become entangled in tool
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Training / Reference information																																																																					
<ul style="list-style-type: none"> -Injury prevention orientation -In house training -Operating manuals 																																																																					

Note: Signs and symptoms of a musculoskeletal injury (MSI) can include pain, burning, swelling, stiffness, numbness/tingling, and/or loss of movement or strength in a body part. Report these to your supervisor

Employers must ensure that workers are trained and follow this safe work procedure
Steps to perform this task safely:

Pre-Operation:
 Task (i.e. drawing, instructions, specifications etc.) is clearly understood
 Ensure guarding is in place
 Ensure the appropriate blade is being used for the task.
 Identify ON/OFF switch

Operation:
 Check the saw runs ‘true’ and does not wobble
 Keep hands clear of work piece and away from rotating blade
 Ensure guarding in place before saw is restarted

Post Operation:
 Switch off saw before removing waste material/work piece
 Ensure good housekeeping practices are in place to minimize dust build up and trip hazards



Safe Working Procedure
Job Title or Task: **Soldering**

Department / Area:	Approved By:		Date Created:	Review / Revised date:
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Potential Hazards: Fill in those that apply	Personal protective equipment / devices required / other safety considerations
<p>H M L risk for injury</p> <p><input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> Awkward / sustained postures – forward slouch</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Forceful exertions</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Repetitive movements</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Vibration</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Compression</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Sharp points / edges</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Pinch points</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Materials falling</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Surfaces causing slips / falls</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Moving machinery</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> Chemicals – soldering fumes</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Biological pathogens</p> <p><input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> Electrical</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> Extreme heat – burns from soldering tip, solder</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Noise - cutting with saw</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Combustibles / flammables</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Other</p>	<p>-Eye protection</p> <p>-Ventilation ensuring fumes not exposed to operator. Organic vapour cartridge mask if ventilation not adequate. Refer to manufacturer of product for safe use</p> <hr/> <p style="text-align: center;">Training / Reference information</p> <p>-Lift / manual materials handling training</p> <p>-In house training for soldering</p>

Note: Signs and symptoms of a musculoskeletal injury (MSI) can include pain, burning, swelling, stiffness, numbness/tingling, and/or loss of movement or strength in a body part. Report these to your supervisor.

Employers must ensure that workers are trained and follow this SAFE Work Procedure

Steps to perform this task safely:

- Inspect equipment for any obvious damage. Ensure tip element is secure. Report any damage to supervisor and do not use soldering gun
- The work area should be free of debris / clutter to reduce risk for slips, trips or falls
- Leave soldering probe in its stand to heat up. Ensure the cord and any flammable materials are not close to the soldering probe. Never touch soldering tip to see if it is hot
- Ensure the environment is well ventilated so fumes are not exposed to operator. A fume hood, fan or organic vapour cartridge may need to be used. Refer to manufacturer safe use instructions
- All-purpose solder is satisfactory for general use. Do not use acid core solder on electrical wires or circuits
- Ensure tip is tinned before soldering. This is done by melting solder over the entire surface and removing the excess with a damp sponge
- To solder, heat the metal not the solder. Place the tip on the metal, and feed the solder to the tip to release the flux, then apply solder to the metal until it flows freely. Keep your hand out of the path if solder were to drip
- Always keep the heated soldering gun in its stand when not in use or when it is cooling down. Do not leave a hot soldering gun / iron unattended

Appendix 15



Safe Working Procedure
Job Title or Task: **Jointer/Planer**

School/Department:	Approved By:	Date Created:	Review / Revised date:
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Potential Hazards: Fill in those that apply	Personal protective equipment / devices required / other safety considerations
<p>H M L risk for injury</p> <p><input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> Awkward / sustained postures – standing, reach</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Forceful exertions</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Repetitive movements</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Vibration</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Compression</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> Sharp points / edges - cuts, amputations</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Pinch points</p> <p><input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> Materials falling - wood onto feet</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Surfaces causing</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Moving machinery - cutter blade</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> Chemicals - wood dust</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Biological pathogens</p> <p><input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> Electrical</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Extreme heat / cold</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> Noise - operating jointer / planer</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Combustibles / flammables</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Other</p>	<p>-Eye protection</p> <p>-Hearing protection</p> <p>-Safety footwear</p> <p>-Disposable Respirator (N95) if dusty conditions</p> <p>-Dust collection bag or system</p> <p>-Do not wear anything dangling such as hood strings or other dangling clothing or jewellery</p> <p>-Contain long hair</p> <hr/> <p style="text-align: center;">Training / Reference information</p> <p>-Injury prevention orientation</p> <p>-Lift / manual materials handling training</p> <p>-Operators manual</p>

Note: Signs and symptoms of a musculoskeletal injury (MSI) can include pain, burning, swelling, stiffness, numbness/tingling, and/or loss of movement or strength in a body part. Report these to your supervisor.

Employers must ensure that workers are trained and follow this SAFE Work Procedure
Steps to perform this task safely:

- Pre-inspect saw for possible defects before using. Check electrical cords, switches, blade guards
- Lock the fence into position
- Obtain wood and inspect it for defects and foreign objects, discard defective pieces into refuse bin. When lifting materials, try to keep your back straight and keep the load close to reduce stress on your back. Bend hips and knees rather than bending at the waist. Avoid twisting your back by instead taking small steps to turn
- Place wood on platform
- Check the width, thickness and length of the stock before jointing it.
 - Stock less than 300 mm long should not be jointed
 - Stock less than 20mm high should not be edge jointed
 - Do not face stock that is less than 12mm thick. Always use a push block for thin material
- Put on eye and hearing protection
- Allow the cutter head to come to full speed before using the jointer
- Stand to one side of the machine, not directly in front of the jointer
- Ensure the cutter head has come to a stop before leaving the jointer
- Return the depth of cut to 1mm when you are finished with the jointer. You or the next operator could be seriously injured if the jointer is set for a deep cut as kickback occurs when the depth of cut is too deep

-Never try to pick up or move wood next to the blade with your hands. Never let your hands pass over the cutter head when feeding wood.

-Unplug the saw before cleaning it or changing the blade. If there is a large amount of saw dust, wear eye protection and a disposable respirator (N95) while cleaning. Follow operators' manual for instructions to change the blade.



Safe Working Procedure
Job Title or Task: **Using a Lathe**

School/Department:	Approved By:	Date Created:	Review / Revised date:
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Potential Hazards: Fill in those that apply	Personal protective equipment / devices required / other safety considerations
<p>H M L risk for injury</p> <p><input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> Awkward / sustained postures – holding tools</p> <p><input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> Forceful exertions – pressure holding tools</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Repetitive movements</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Vibration</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Compression</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Sharp points / edges</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> Pinch points – jam between stock and tool rest</p> <p><input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> Materials falling - wood onto feet</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Surfaces causing</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> Moving machinery – spinning stock</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> Chemicals - wood dust</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Biological pathogens</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Electrical</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Extreme heat / cold</p> <p><input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> Noise - cutting operation</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Combustibles / flammables</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> Other - clothing getting caught in machinery</p>	<p>-Eye protection</p> <p>-Hearing protection</p> <p>-Safety footwear</p> <p>-Disposable Respirator (N95) if dusty conditions</p> <p>-Dust collection system</p> <p>-Do not wear anything dangling such as hood strings or other dangling clothing or jewelry.</p> <p>Contain long hair</p> <hr/> <p style="background-color: #cccccc; text-align: center;">Training / Reference information</p> <p>-Injury prevention orientation</p> <p>-Lift / manual materials handling training</p> <p>-Operators manual</p> <p>-In house training</p>

Note: Signs and symptoms of a musculoskeletal injury (MSI) can include pain, burning, swelling, stiffness, numbness/tingling, and/or loss of movement or strength in a body part. Report these to your supervisor.

Employers must ensure that workers are trained and follow this SAFE Work Procedure

Steps to perform this task safely:

- Ensure any loose-fitting clothing is tucked in appropriately. Long sleeve shirts should be tight at the cuffs, long hair contained, and watches or loose jewelry should be removed to reduce the risk for jams or entanglement
- Pre-inspect lathe for possible defects before using. Check electrical cords, switches, guards, adjustment locks
- Check wood stock for defects and that glued joints are cured and dry. When lifting materials, try to keep your back straight and keep the load close to reduce stress on your back. Bend hips and knees rather than bending at the waist. Avoid twisting your back by instead taking small steps to turn.
- Load stock into the teeth of the stock holders and ensure it is well secured
- Make sure the tool rest is close to the stock and free from debris / tools
- Turn on lathe. Hold tools firmly with both hands
- Do not touch the spinning stock with your hands or reach around spinning stock
- When using V-belt, power should be off and lathe unplugged before changing speeds
- Remove tool rest before sanding and polishing

Appendix 17



<p>Safe Working Procedure Job Title or Task:</p>

Department / Area:	Approved By:	Date Created:	Review / Revised date:
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Potential Hazards: Fill in those that apply	Personal protective equipment / devices required / other safety considerations
<p>H M L risk for injury</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Awkward / sustained postures</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Forceful exertions</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Repetitive motions</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Vibration</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Skin compression</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Sharp points / edges</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Pinch points</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Material falling</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Surfaces causing falls</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Moving machinery</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Chemicals</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Biological pathogens</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Electrical</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Extreme heat / cold</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Noise</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Combustibles / flammables</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Other _____</p>	<div style="border-top: 1px solid black; height: 100px;"></div>
	<p>Training / Reference information</p>

Note: Signs and symptoms of a musculoskeletal injury (MSI) can include pain, burning, swelling, stiffness, numbness/tingling, and/or loss of movement or strength in a body part. Report these to your supervisor

<p>Employers must ensure that workers are trained and follow this safe work procedure Steps to perform this task safely:</p>