



# DIOCESE OF SALE CATHOLIC EDUCATION LTD.

## Commencement of School Year OHS Checklist for Principals: January 2019

Please return this completed checklist to [ohs@ceosale.catholic.edu.au](mailto:ohs@ceosale.catholic.edu.au) by 8 March 2019

This checklist is designed to help schools identify Occupational Health and Safety (OHS) issues to ensure a safe environment for staff, students, visitors and contractors. Any 'no' responses should be reviewed and the required action taken.

OHS TRAINING	YES	NO
Have school leaders participated in OHS training within the last two years?		
Are staff provided with OHS training to enable them to perform their work in a safe manner?		
Is there OHS training scheduled for the 2019 school year? Including, but not limited to: <ul style="list-style-type: none"> <li>• manual handling</li> <li>• chemical management</li> <li>• anti-bullying</li> <li>• slips, trips and falls</li> <li>• occupational violence.</li> </ul>		
Does the school have a trained Return to Work (RTW) Coordinator?		
HAZARDS	YES	NO
Are staff aware of the process for reporting hazards?		
Are regular OHS inspections of the school conducted?		
Does the school have an Asbestos Register that has been updated within the last five years and a copy of the report provided to Catholic Education Office, Diocese of Sale (CEOSale) ( <i>required if the school was built before 1990</i> )?		
Is the Asbestos Register available to contractors, staff and visitors as required by legislation?		
Are all electrical items tested and tagged within the required timeframe and included on an up to date Electrical Equipment Register?		

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Is there a Chemical Register and current Safety Data Sheets (SDS) for all chemicals used or stored on the school site?		
Is good housekeeping maintained to prevent obstruction of passageways, fire escape routes and to remove tripping hazards?		
Are ' <b>No Smoking</b> ' signs displayed at all entrances to the school site in accordance with Victorian Smoking bans? <a href="http://www.cecv.catholic.edu.au/OHS-WorkCover/Training-Resources/Legislation-and-Publication-(1)">http://www.cecv.catholic.edu.au/OHS-WorkCover/Training-Resources/Legislation-and-Publication-(1)</a>		
<b>DOCUMENTATION</b>	<b>YES</b>	<b>NO</b>
Do staff, volunteers, visitors and contractors receive a documented OHS induction?		
Does the school have documented OHS policy and procedures? Including, but not limited to: <ul style="list-style-type: none"> <li>• anti-bullying</li> <li>• occupational violence</li> <li>• social media</li> <li>• working alone or in isolation</li> <li>• contractor management</li> <li>• appropriate footwear.</li> </ul>		
Are OHS training and induction records retained?		
Is there a documented process for managing contractors?		
Does the school have the required processes in place to meet the Child Safety Standards?		
<b>INCIDENT MANAGEMENT</b>	<b>YES</b>	<b>NO</b>
Are first aid kits available, fully equipped and their location known to all staff?		
Are staff aware of the school's injury/incident and near miss reporting system for staff, students and visitors?		
Are school leaders aware of the process for reporting Notifiable Incidents to WorkSafe?		
Is the WorkSafe ' <i>If you are injured</i> ' poster clearly displayed with the contact details of the RTW Coordinator visible?		
Does the school have displayed their Return to Work (RTW) Policy and Issue Resolution Procedures?		
Are OHS responsibilities allocated to appropriate school leaders and included in their role description?		

**Principal Name:** \_\_\_\_\_

**School:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_