

**ACCEPTABLE USE OF ICT SERVICES**

**POLICY**

**YOS Independent Schools**

YOS Lawnton and Goodna Campuses

(A Queensland Non-State Independent School)

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| **SUBJECT:**  **WORK HEALTH AND SAFETY POLICY**  **And PROCEDURES** | | **CODE**:  **WHS2018** |
| **Scope of Application:** | All staff and other persons at the school, including students and parents | |
| **Filing Instructions:** | F Drive   * Management Security – Editable version * School folders - PDF version | |
| **Forms** | All WHS forms can be found at:  [The Salvation Army WHS Management System including monthly check list](http://whs.salvos.net/sitedbs/thq/whs/whsmanuals.nsf) | |
| **Related policies / legislation:** | * *[Work Health and Safety Act](https://www.legislation.qld.gov.au/view/pdf/inforce/current/act-2011-018)* [2011 (Qld)](https://www.legislation.qld.gov.au/view/pdf/inforce/current/act-2011-018) * *[Work Health and Safety Regulations](https://www.legislation.qld.gov.au/view/pdf/inforce/current/sl-2011-0240)* [2011 (Qld)](https://www.legislation.qld.gov.au/view/pdf/inforce/current/sl-2011-0240) * [YOS Independent Schools Risk Management Framework](../Finalised%20Policies%20and%20Procedures/20.1%20-%2020181218%20-%20Risk%20Management%20Framework.docx) * [YOS Independent Schools Dispute Resolution Policy](../Finalised%20Policies%20and%20Procedures/6.1%20-%2020181218%20-%20Dispute%20Resolution%20Policy%20and%20Procedure.docx) * [The Salvation Army Australia Eastern Territory Work, Health and Safety Policy](http://whs.salvos.net/SiteDBs/THQ/whs/whsmanuals.nsf/0/DF08F0C977D50B2ECA257D330000219A/$file/WHS01_001_POL_01%20Work%20Health%20and%20Safety%20Policy.pdf) * All relevant Salvation Army Australia Eastern Territory WHS Policies accessible from;   [The Salvation Army WHS Management System](http://whs.salvos.net/sitedbs/thq/whs/whsmanuals.nsf) | |

**Change record / revision history:**

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| **Version** | **Prepared/ reviewed by** | **Date reviewed** | **Approved by** | **Authorised by** | **Review date** |
| **23.1** | Helen Boardman | December 2018 | Darren McGhee | Tom Austin | December 2020 |
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**Purpose**

The purpose of this policy is for YOS Independent Schools in conjunction with The Salvation Army’s WHS Policies to eliminate risks to the health and safety of Workers, Students, Parents/Carers and Other Persons so far as is reasonably practicable; or if this is not possible, to minimise the risks to health and safety so far as is reasonable practicable.

Policy **Statement**

YOS Independent Schools is committed to protecting workers and other persons, such as students and parents/carers, against harm to their health and safety through the elimination or minimisation of risks arising from work carried out as part of the conduct from school. YOS Independent Schoolssupports the principle that Workers and Other Persons should be given the highest level of protection against harm to their health and safety from hazards and risks arising from work carried out as part of the conduct from school, as far as is reasonably practicable.

In line with the *Work Health and Safety Act* 2011 (Qld) and the *Work Health and Safety Regulations* 2011 (Qld), this means that YOS Independent Schools will ensure, so far as is reasonably practicable:

* the health and safety of *Workers* while at work in the school
* that the health and safety of *Other Persons* is not put at risk from work carried out as part of the conduct of the school

YOS Independent Schools must adhere to [The Salvation Army WHS Policy- 001](http://whs.salvos.net/SiteDBs/THQ/whs/whsmanuals.nsf/0/DF08F0C977D50B2ECA257D330000219A/$file/WHS01_001_POL_01%20Work%20Health%20and%20Safety%20Policy.pdf) and the [WHS Procedure on Roles and Responsibilities](http://whs.salvos.net/SiteDBs/THQ/whs/whsmanuals.nsf/0/367B38C130341480CA257919000BFD79/$file/WHS01_001_PROC_01%20Roles%20and%20Responsibilities%20Procedure.pdf) –(P1-01 and other WHS Policies and Procedures located on [The Salvation Army WHS Online Management System](http://whs.salvos.net/sitedbs/thq/whs/whsmanuals.nsf).

The below information is specific information for YOS Lawnton and Riverview College campuses.

**Lawnton Campus**

Due to Lawnton Campusbeing situated at The Salvation Army Pine Rivers Corp. The Corp is responsible for ensuring that all structural issues are dealt with in a reasonable time frame determined by both parties. Both parties are to ensure communication between the Lawnton Campus Health and Safety Representative (HSR) and the Corp Officer occurs.

Lawnton Campushas appointed a Health and Safety Representative (HSR) to ensure that any School WHS issues are managed and referral to appropriate personnel occurs, as well as ensuring that emergency plans stay current and are implemented appropriately; refer to the Emergency Plans.

Relevant Contacts including pictures are displayed in the office.

## Goodna Campus

Due to Goodna Campusbeing situated at The Salvation Army Soundpoint, they are responsible for ensuring that all structural issues are dealt with in a reasonable time frame determined by both parties. Both parties are to ensure communication between the Goodna Campus Health and Safety Representative (HSR) and the Soundpoint representatives occurs.

Goodna Campus has appointed a Health and Safety Representative (HSR) to ensure that any school related WHS issues are managed and referral to appropriate personnel occurs, as well as ensuring that emergency plans stay current and are implemented appropriately; refer to the [Emergency Plan](13.1%20-%2020181218-%20Emergency%20Plan.docx).

Soundpoint are responsible for ensuring all WHS systems outlined in The Salvation Army WHS Management System are adhered too, including annual fire drills and warden drills, checks of all emergency equipment and relevant registers are maintained

Relevant contacts including pictures are displayed in the office.

## Responsibilities

The specific roles and responsibly of a Person Conducting a Business or Undertaking, Officers, Workers and Other Persons are outlined below.

### Person Conducting a Business or Undertaking

In its legal role as a *Person Conducting a Business or Undertaking*, YOS Independent Schools must undertake its role and responsibilities under the legislation as follows:

1. YOS Independent Schools will ensure, so far as is reasonably practicable, the health and safety of:
   1. Workers engaged, or caused to be engaged by the school; and
   2. Workers whose activities in carrying out work are influenced or directed by the school; while they are at work in the school.
2. YOS Independent Schools will ensure, so far as is reasonably practicable, that the health and safety of other persons is not put at risk from work carried out as part of the conduct of the school.
3. YOS Independent Schools will also ensure, so far as is reasonably practicable—
4. the provision and maintenance of a work environment without risks to health and safety; and
5. the provision and maintenance of safe plant and structures; and
6. the provision and maintenance of safe systems of work; and
7. the safe use, handling and storage of plant, structures and substances; and
8. the provision of adequate facilities for the welfare at work of workers in carrying out work for the school, including ensuring access to those facilities; and
9. the provision of any information, training, instruction or supervision that is necessary to protect all persons from risks to their health and safety arising from work carried out as part of the conduct of the school; and
10. that the health of workers and the conditions at the school are monitored for the purpose of preventing illness or injury of workers arising from the conduct of the school.
11. YOS Independent Schools will ensure, so far as is reasonably practicable, that the school, the means of entering and exiting the school and anything arising from the school are without risks to the health and safety of any person.
12. YOS Independent Schools will ensure, so far as is reasonably practicable, that the fixtures, fittings and plant are without risks to the health and safety of any person.
13. YOS Independent Schools will ensure the provision of consultation, cooperation and issue resolution in relation to work health and safety as required under the relevant provisions of the legislation
14. YOS Independent Schools will ensure compliance when reporting notifiable incidents under the relevant provisions of the legislation and The Salvation Army [Notification of Incidents QLD Procedure](http://whs.salvos.net/SiteDBs/THQ/whs/whsmanuals.nsf/0/ADE77830434BFB8CCA25791A0001146D/$file/WHS07_007_PROC_03%20Notification%20of%20Incidents%20QLD%20Procedure.pdf)

### Officers

In their legal role as Officers; YOS Independent Schools Board Members, Principal and Senior Executive Team must undertake their role and responsibilities under the legislation as follows:

1. If school has a duty or obligation under the legislation, an Officer will exercise due diligence to ensure that the school complies with that duty or obligation.
2. Due diligence includes taking reasonable steps—
   1. to acquire and keep up-to-date knowledge of work health and safety matters; and
   2. to gain an understanding of the nature of the operations of YOS Independent Schools and generally of the hazards and risks associated with those operations; and
   3. to ensure that YOS Independent Schools has available for use, and uses, appropriate resources and processes to eliminate or minimise risks to health and safety from work carried out as part of the conduct of the school; and
   4. to ensure that YOS Independent Schools has appropriate processes for receiving and considering information regarding incidents, hazards and risks and responding in a timely way to that information; and
   5. to ensure that YOS Independent Schools has, and implements, processes for complying with any duty or obligation of the school under the legislation; and
   6. to verify the provision and use of the resources and processes mentioned above.

### Workers

In their legal role as *Workers*, employees of YOS Independent Schools, contractors and subcontractors and their employees, employees of a labour hire company who has been assigned to work in the school, outworkers, apprentices, trainees, students gaining work experience and volunteers, must undertake their role and responsibilities under the legislation as follows:

1. take reasonable care for his or her own health and safety; and
2. take reasonable care that his or her acts or omissions do not adversely affect the health and safety of others; and
3. comply, so far as the Worker is reasonably able, with any reasonable instruction that is given by YOS Independent Schools to allow compliance with the legislation; and
4. co-operate with any reasonable policy or procedure of YOS Independent Schools relating to health or safety at the school, that has been notified to Workers.

### Responsibilities of Others at the School

In their legal role as Other Persons at the school, students, parents and visitors, must undertake their role and responsibilities under the legislation as follows:

1. take reasonable care for his or her own health and safety; and
2. take reasonable care that his or her acts or omissions do not adversely affect the health and safety of others; and
3. comply, so far as the person is reasonably able, with any reasonable instruction that is given by YOS Independent Schools

YOS Independent Schools will consult with Workers in relation to the following health and safety matters in accordance with the legislation:

1. when identifying hazards and assessing risks to health and safety arising from the work carried out or to be carried out by the school;
2. when making decisions about ways to eliminate or minimise those risks;
3. when making decisions about the adequacy of facilities for the welfare of staff;
4. when proposing changes that may affect the health or safety of Workers;
5. when making decisions about the procedures for—
6. consulting with Workers; or
7. resolving work health or safety issues at the workplace; or
8. monitoring the health of Workers; or
9. monitoring the conditions at any workplace under the management or control of The Salvation Army; or
10. providing information and training for Workers; or
11. when carrying out any other activity prescribed under the relevant legislation.

When consulting with workers, YOS Independent Schools will ensure that:

1. that relevant information about the matter is shared with Workers; and
2. that Workers be given a reasonable opportunity—
   1. to express their views and to raise work health or safety issues in relation to the matter; and
   2. to contribute to the decision-making process relating to the matter; and
3. that the views of Workers are taken into account by YOS Independent Schools that the Workers consulted are advised of the outcome of the consultation in a timely way; and
4. that records of the consultation process and outcome are kept

**Implementation**

In practice, YOS Independent Schools commitment to protecting Workers and other persons against harm to their health and safety means that it will implement the following measures:

* A risk management process
* Provide information, training, instruction and supervision
* Provide a process for consultation, cooperation and issue resolution

### Risk management process

YOS Independent Schools Risk Management Policies and Procedures come under The Salvation Army and can be located in [The Salvation Army WHS Online Management System](http://whs.salvos.net/sitedbs/thq/whs/whsmanuals.nsf) under both, the [Hazard and Risk Management Policies](http://whs.salvos.net/sitedbs/thq/whs/whsmanuals.nsf) and Procedures, and the [Hazard/incident Reporting and Management](http://whs.salvos.net/sitedbs/thq/whs/whsmanuals.nsf) Policies and Procedures, which are outlined further in YOS Independent Schools [Risk Management Framework.](../Finalised%20Policies%20and%20Procedures/20.1%20-%2020181218%20-%20Risk%20Management%20Framework.docx)

### Provide information, training, instruction and supervision

In accordance with the legislation, YOS Independent Schools will ensure that appropriate information, training, instruction and supervision is provided to Workers to enable them to perform their work without risk to their health or safety, as far as is reasonably practicable. This information, training, instruction and supervision will be suitable and adequate, having regard to:

* The nature of the work carried out by the Worker; and
* The nature of the risks associated with the work at the time the information, training, instruction or supervision is provided; and
* The control measures implemented.

YOS Independent Schools will ensure, so far as is reasonably practicable, that the information, training and instruction is provided in a way that is readily understandable by any person to whom it is provided. The Salvation Army has a specific [Training Policy](http://whs.salvos.net/SiteDBs/THQ/whs/whsmanuals.nsf/0/B2D28CA6F79C9035CA257919000CACFB/$file/WHS05_005_POL_01%20WHS%20Training%20Policy.pdf) which outlines Salvation Commitment to training regarding WHS.

Training throughout the year may include, but is not limited to:

* Training regarding compliance with WHS policies and procedures
* Mental Health First Aid Training including Suicide intervention
* Annual First Aid Training for all youth workers and teachers / CPR Refresher
* Trauma Informed Practice
* Manual Handling

Information posters will be placed in the classrooms and discussions may be had around

* Signs for food handling,
* Hygiene
* Keeping the space safe and easily accessible, with regular clean up days at least at the beginning of each term

### Provide for consultation, cooperation and issue resolution

YOS Independent Schools acknowledges its duty to consult, so far as is reasonably practicable, with workers who carry out work for the business or undertaking, who are or are likely to be, directly affected by a matter relating to work health or safety. Where more than one person has a duty for the same matter, each person, must, so far as is reasonably practicable, consult, cooperate and coordinate activities with all other persons who have a duty in relation to the same matter.

**Compliance and Monitoring**

YOS Independent Schools in conjunction with The Salvation Army is committed to monitoring the health of workers and the conditions at the school.

YOS Independent Schools uses the Salvation Army’s [Hazard Reporting Form](http://whs.salvos.net/SiteDBs/THQ/whs/whsmanuals.nsf/0/EB9A6015C6880E84CA258035001DD816/$file/WHS07_007_FORM_03%20Hazard%20Report%20Form%201.2.pdf) and the [Incident and Injury Reporting Form](http://whs.salvos.net/SiteDBs/THQ/whs/whsmanuals.nsf/0/6697E880FF4E7290CA25791A00015189/$file/Incident%20and%20Injury%20Report%20Form%20(Editable)%206.5.pdf) which requires workers and other Persons to report any hazards or incidents resulting in potential or actual harm to health and safety. YOS Independent Schools also use the Salvation Army’s [Incident &/or Injury Investigation Report](http://whs.salvos.net/SiteDBs/THQ/whs/whsmanuals.nsf/0/EEFCCD614D3BD71FCA25791A0004FACA/$file/WHS07_007_FORM_02%20Incident%20and%20Injury%20Investigation%20Report.pdf) which is used if further investigation and action is required relating to the incident. Further information regarding this is located in the [Risk Management Framework](../Finalised%20Policies%20and%20Procedures/20.1%20-%2020181218%20-%20Risk%20Management%20Framework.docx). YOS Independent Schools will regularly monitor, collate and report on hazards and incidents in accordance with legislation, The Salvation Army and YOS Independent Schools policies and procedures.

YOS Independent Schools is also committed to reporting notifiable incidents to [Work Cover Qld](https://www.worksafe.qld.gov.au/) in accordance with the legislation. Notifiable incidents include the death, serious injury or illness of a person or a dangerous incident, arising out of the conduct of the school. Refer to [The Salvation Army Notification of Incidents QLD](http://whs.salvos.net/SiteDBs/THQ/whs/whsmanuals.nsf/0/ADE77830434BFB8CCA25791A0001146D/$file/WHS07_007_PROC_03%20Notification%20of%20Incidents%20QLD%20Procedure.pdf)

YOS Independent Schools will also endeavor to show transparency with the community, by having this policy on the website and any relevant details in the AGM report written once a year.



**WORKPLACE HEALTH AND SAFETY PROCEDURES**

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### Workplace Inspections

* + 1. The HSR for YOS Lawnton and Goodna Campuses is required to complete The Salvation Army [WHS Inspection Checklist](http://whs.salvos.net/SiteDBs/THQ/whs/whsmanuals.nsf/0/5A29FB016A236F3CCA257E12007C496E/$file/WHS09_018_FORM_01%20WHS%20Inspection%20Checklist%204.3.pdf) on a monthly basis of the school premises only. This is then returned to the YOS Administrative Assistant and Property Coordinator.
    2. Monthly communication between HSR’s from all YOS sites are conducted. The purpose is to document the Inspection Checklist and any points that are required to be put into action. Emergency Plans are also discussed to ensure they are accurate and still current. Minutes from the meetings are saved on F:drive.
    3. The [agenda template](http://whs.salvos.net/SiteDBs/THQ/whs/whsmanuals.nsf/0/79D91582804070B8CA25791900835EA5/$file/WHS03_006_FORM_01%20WHS%20Committee%20-%20Consultative%20Forum%20Agenda.pdf) for the meetings is to be used and the minutes are to be emailed to all members, Principal and the Corp officers / site Manager. Copy of these minutes is required to be kept in the Reporting folder

Any WHS issues that arise on site need to be brought to the attention of the HSR and recorded in the WHS Reporting Book located in the staff room with the HSR.

* Goodna Campus can report any WHS concerns to John Williams
* Lawnton Campus can report any WHS concerns to Corp Officers
* Records can be written on Monthly checklist re: any concerns

### Staff and Client/Student Safety

All staff, volunteers and students must be strict in regard to observation of various in-house procedures. This includes ensuring that any knives, sharpeners, scissors, sharp implements, electrical equipment with blades and so on, are always to be kept locked in a draw in the office or cupboards.

### Sign in/Sign Out

* All visitors to YOS Lawnton Campus and Goodna Campus are required to sign in and out for safety reasons. This is located at the front desk and receive a visitor’s badge / lanyard
* Staff are to ensure they have also signed in and out in the appropriate log located in the staff room
* A roll of student attendance is taken at the beginning of each day and recorded in a spreadsheet on F:drive and on SAMIS

### Clients Affected by Drugs, Alcohol or Volatile Substances

YOS Lawnton and Goodna Campuses are drug, alcohol and volatile substance free environments and do not permit the use of these prohibited substances on any of its premises. YOS Lawnton and Goodna Campuses will however continue to support clients who are affected by these substances, while also maintaining a safe working environment for both staff and other clients. For further information please refer to the [Alcohol, Tobacco and Illicit Drugs Policy](../Finalised%20Policies%20and%20Procedures/4%20.1%20-%2020180831%20-%20Alcohol.%20Tobacco%20and%20Illicit%20Drugs%20Policy%20and%20Procedure.docx)

### Response to Substance Affected Clients

If a client is found to be using a prohibited substance on site, in the area surrounding the campus, the young person may choose to; dispose of the substance, hand it over to a staff member for disposal, or not access school for the day. Any substances handed to staff will **not** be returned to the young person.

Young people cannot participate in active programs like boxing/soccer when they have been using a prohibited substance, especially a volatile substance (this is an OH&S issues – chroming/sniffing combined with exercise can cause heart failure). When ‘confronting’ young people who are substance affected ensure you communicate with colleagues and Senior Team.

YOS Lawnton and Riverview campuses reserve the right to refuse access to school and other YOS services if there is an assessed safety risk to clients and/or staff. This may include unduly intoxicated persons or persons heavily under the influence of drugs that pose a threat to staff or other clients.

### Other Security Areas

* Students are NOT to be given YOS keys under any circumstance.
* If YOS keys are misplaced at any time, the staff member responsible must do everything possible to have the keys found immediately, and must take action to ensure the safety and security of other staff, clients, students, and property. If the keys are not found the loss must be reported immediately to the Head of Operations and Student Support Services who will take action directed by management.

### Managing Aggressive Behaviour

* Staff are to firstly ensure that all students and other personal not involved in the altercation are removed from the area where possible.
* Staff are to communicate with other relevant staff on site if extra support is required. Including front desk at Goodna Campus. Front door can be locked in an emergency if required
* Staff should try to separate the people involved and attempt to diffuse the situation verbally. If physical aggressive behaviour occurs, a staff member is allowed to physically restrain within reason and if comfortable to do so.
* If behaviour continues and there is a risk of safety to other students and staff, police are to be called.
* An Incident report is to be completed and kept on student’s file and written up in SAMIS and contact with parent is to be made
* After the incident has deescalated and at a time that is appropriate, a discussion with the staff involved, student and parent/guardian (if applicable) is required, to discuss further action to be taken. Refer to the [Restorative Justice Framework](../Finalised%20Policies%20and%20Procedures/19.1%20-%2020181218%20-%20Restorative%20Justice%20Framework.docx) and [Positive Behaviour Management Policy](../Finalised%20Policies%20and%20Procedures/17.1%20-%2020181218%20-%20Positive%20Behaviour%20Management%20Policy.docx) for further information.

### Searching and Confiscating Property

In accordance with YOS Lawnton and Goodna Campuses’ [Enrolment Contract](../../Current%20Forms%20and%20Templates/Master/Enrolment/2019%20Student%20Enrolment%20Pack/2019%20Enrolment%20Contract.docx), the school will search a student’s property, including lockers and bags, and may confiscate banned items, when it believes it is appropriate in the circumstances. This is noted in the students’ enrolment contract. The Young person is required to be present for search. It is up to the discretion of the staff member if they look through the bag themselves, but first preference would be to ask the student to empty contents themselves. Whenever possible have a second staff member present and not in the presence of other students. Ensure student is aware of what the purpose of the search is.

When items have been confiscated, YOS Lawnton and Goodna Campuses will take the following action:

1. If the police have been involved in the matter, give it to them, or
2. If illegal, take substance/weapon down to Police Station – No details need to be given
3. If alcohol, tip down the sink
4. If item belongs to another student, return item
5. Weapons will be confiscated and not returned to the student

### Safety Assessment and Control

YOS Lawnton and Goodna Campus staff are to ensure the safety of staff, students and other people on site as reasonably possible. Staff are to complete The Salvation Army Risk Assessment and Control Form for an activity/extracurricular activity onsite or offsite where possible risks can be foreseen.

For further information regarding Safety Assessment and Control, and Hazard/Incident/Injury Reporting and Investigation, please refer to YOS Independent [Schools Risk Management Framework.](../Finalised%20Policies%20and%20Procedures/20.1%20-%2020181218%20-%20Risk%20Management%20Framework.docx)

### Working with Police

When working with Police, all staff of The Salvation Army are to be as helpful as possible, whilst maintaining an awareness of the rights of the client.

### When to Call Police

Police may be called in to assist in the following situations:

* In response to any form of violent behaviour involving persons or property
* In removing a client who has been excluded from a program but refuses to leave
* In transporting a client to hospital where appropriate
* In response to theft, other criminal activity and/or property damage

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### Police Initiated Contact

Police may sometimes contact YOS Lawnton or Goodna Campuses to obtain information. Police should be referred to the Head of Operations and Student Support Services.

Assistance should be offered to any student who is involved in Police investigations, and appropriate records kept. In relation to a particular client matter a record of assistance provided to the Police should be entered in that client’s case notes on SAMIS, including the Police officer’s name, number, station, phone number and the information that was supplied to that officer.

Personal Property Protection

YOS Lawnton and Goodna Campus College Staff are responsible for the safe keeping of their personal possessions. Staff should keep any personal items locked in a secure area in an office, or in the lockers provided. In the instance of theft occurring, an incident report should be completed, with stolen items detailed. YOS Lawnton and Goodna Campuses will not accept responsibility for damage to personal vehicles whether in on-site staff parking or off-site. This damage includes damage caused by other vehicles or by clients.

### Location of Staff

* If a staff member is leaving the premises, this needs to be communicated with staff in the classroom
* Be aware of what is happening in each building and if an unusual period of silence/noise has been recognised, investigate what is happening
* Always have your mobile phone on hand

### Staff/Student ratio

* There are no legislative requirement regarding staff and student ratios. If staff numbers are low on a particular day, staff on site are to conduct a risk assessment to ensure there is enough staff to ensure the safety of the students and themselves.

### Working On-Site Alone

All staff have the right to safety while being on-site; consideration and a risk assessment should be taken and directed by your team leader. If only one person remains, doors must be locked at all times.

### First Aid

There must be one staff member on site at all times who holds a current senior first aid qualification or better. All first aid / supplies used must be recorded in the log that is provided at each site. First aid kits must be clean, kept within the use by date. YOS will **NOT** issue prescription or non-prescription drugs such as Panadol or Antihistamines. For further information refer to YOS Independent Schools [Administration of Medication and First Aid Policy and Procedures](../Finalised%20Policies%20and%20Procedures/3.1%20-%2020180831%20-Administration%20of%20Medication%20and%20First%20Aid%20Policy%20and%20Procedures.docx).

### Accident & Injury

Where possible, staff must attempt to prevent accidents and injury to staff, volunteers and service users in accordance with the requirements of the Workplace Health and Safety Act.

If an accident/incident or injury occurs the following procedure should be followed:

* If required, emergency services and support staff should be contacted
* Ensure staff and students are safe and not hindering the response required
* If the student has an Action Plan/Health Plan, staff should refer to this
* Appropriately trained staff should provide initial assistance as necessary, while taking precautions to ensure their own safety
* The accident area must be secured to prevent further injury
* If appropriate parents/guardians of student should be contacted

If any client under the age of 16 years is hospitalised, staff must endeavour to inform their legal guardian as soon as practicable and may be required to travel in the ambulance.

All accidents or injury must be recorded through the relevant [Incident and Injury Report Form](http://whs.salvos.net/SiteDBs/THQ/whs/whsmanuals.nsf/0/6697E880FF4E7290CA25791A00015189/$file/Incident%20and%20Injury%20Report%20Form%20(Editable)%206.5.pdf) located in the [TSA WHS Management Portal](http://whs.salvos.net/sitedbs/thq/whs/whsmanuals.nsf) as soon as possible and not later than 24 hours after the event.

Incident reports need to be written in the following cases:

* Injury or death of a client or staff member in the workplace
* Assault has occurred or abuse disclosed – Refer to [Child Protection Policy](../Finalised%20Policies%20and%20Procedures/9.1%20-%2020181218%20-%20Child%20Protection%20Policy%20and%20Procedure.docx)
* After a serious event takes place that may jeopardise a client’s continuing support
* After an external complaint is logged
* After damage to YOS Lawnton /YOS property (including vehicles)

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### Calling an Ambulance

Where a person has sustained a serious or life threatening injury, an ambulance must be called. Ensure that the client’s information including medication list, Healthcare Card, Medicare Number, and next of kin (if known), is available for the Ambulance Officer. Any staff member has authority to ring the ambulance if required.

### Needle Disposal

Each staff member should have access to a sharps bin, used to dispose of syringes. Bins should be located at the staff room & exchanged for new ones on a regular basis by the HSR at the local community centre.

YOS Lawnton Campus: Pine River Community Centre

YOS Goodna Campus: Goodna Community Health

### Fire Evacuation

All people evacuated from a YOS Lawnton/ Goodna Campus building should gather in the designated evacuation point, please refer to [Emergency Plan Policy](../Finalised%20Policies%20and%20Procedures/13.1%20-%2020180831-%20Emergency%20Plan.docx).

This Emergency Plan is located at:

**YOS Lawnton Campus:** Front door of the YOS building and in classrooms. If the evacuation point cannot be accessed safely or for other reasons, an alternative point will be determined at the time needed.

**YOS Goodna Campus:** At front desk near entrance, school room and hall way

Food

* When preparing food gloves must be warn, hair tied back and long facial hair covered
* Appropriate utensils must be used when serving food
* Cuts and sores must be covered by blue Band-Aids
* Food passed its expiry date is to be disposed of, unless frozen before the date
* Donated food is only to be accepted if its within date or still fresh and can be used before going off, upon acceptance it must be dated with a marker or label
* Kitchen sponges / cloths - Pink is for washing up and blue is for cleaning benches
* Frozen meals are to be marked and kept in freezer for no longer than a month
* Use appropriate chopping boards provided for different types of food

### Taking A Vehicle Home

A YOS vehicle may only be taken home if:

* Approved by management
* Official Salvation Army business will be performed out of hours on the evening concerned, and/or
* It is more practical for the vehicle to be taken home than returned to the service

### Using Your Own Vehicle

Private vehicles should only be used as a last resort and in exceptional circumstances when approved by management. Private vehicles are NOT to be used for client transportation.

### Driver Responsibilities

Driver responsibilities include the following:

* Vehicle must be roadworthy, registered and road rules must be observed by the driver
* Notify management of any traffic infringements or parking fines, which are then to be paid by the driver
* All drivers will hold the relevant current driving licence & complete the vehicle log book each journey
* There shall be no smoking in any YOS vehicles
* Notify management of any damage to vehicles
* Driver may be responsible for payment of insurance excess if found at fault
* Where possible have 2 workers during a car journey
* If staff are busy/low on numbers, you must complete a risk assessment & consult with a peer
* If you do NOT feel comfortable travelling alone with a client then another worker is required
* It is discouraged to travel alone with the opposite sex
* Complete travel logbook
* Report any damage to Administration

### YOS Vehicle Maintenance

* Each driver is responsible for the care and maintenance of the work vehicle
* Mechanical or safety failures need to be reported to the manager and repaired as soon as possible. (The vehicle will be considered un-roadworthy until repairs occur)
* An approved first-aid kit is to be carried in each vehicle
* The vehicle is to be kept in a clean state