

Minerva Consulting Group's
2018 Safety Audit Program for Catholic Schools Office
St Pius X High School
(Adamstown)



Conducted by



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7 and 8 August 2018

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Minerva's 2018 Safety Audit Program for Catholic Schools Office –
St Pius X High School, Adamstown – August 2018

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Minerva's 2018 Safety Audit Program for Catholic Schools Office – St Pius X High School, Adamstown – August 2018

Introduction

Ms Lisa Little, Senior Education Officer of Catholic Schools Office (CSO), requested Minerva Consulting Group (Minerva) to conduct the 2018 Safety Audit Program for Catholic Schools Office at St Pius X High School: Park Avenue, Adamstown, New South Wales.

The audit scope was:

1. Conduct the 2018 Safety Audit Program for Catholic Schools Office.
2. Conduct a Safety Audit at St Pius X High School.
3. Provide a comprehensive audit report, including safety improvement suggestions.
4. Provide recommendations to assist St Pius X High School to improve safety and compliance to WHS legislation.

Audit Procedure and Purpose

This audit was conducted in accordance with Minerva's OHS Audit standards, as accepted by Exemplar Global (*previously RABQSA International*) during accreditation of the Minerva Accredited Lead OHS Auditor Course.

The audit tool was developed by extracting the employer requirements from:

- NSW Work Health and Safety Act 2011
- NSW Work Health and Safety Regulation 2017.

Mr Scott Cornwell (Exemplar Global Certified Lead OHS Auditor) attended St Pius X High School on 7 and 8 August 2018 to conduct the safety audit.

In Appreciation

Minerva thanks the staff and management of Catholic Schools Office and the school for their assistance and cooperation throughout this safety audit, in particular Mr Gerard Mowbray, Ms Lisa Little and the School Principal.

Confidentiality

Information obtained during the course of this safety audit will be treated with the strictest of care and be treated as Commercial in Confidence.



Minerva's 2018 Safety Audit Program for Catholic Schools Office –
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Disclaimer

Please note that the findings were based on the information provided, the observations made and the conditions at the time of the audit. While this audit report may comment on specialist aspects such as fire services, electricity, machine guarding etc., it was not a specialist audit and did not focus on any specialist area. Further, while some workplace observations were conducted and reported on, not all parts of the workplace were assessed. No inference should be drawn that areas that were not commented on were free of hazards.

The audit and report are aimed at encouraging and assisting employers to manage health, safety and injuries in a systematic manner. The findings and ratings presented represent the conclusions of the auditor(s) based on the objective evidence collected during the audit. Workplace conditions can change from day to day leading to different findings at different times and based on the judgements of different auditors. Areas not commented upon does not necessarily mean all requirements of workplace health and safety and workers compensation legislation have been met or that the workplace is considered to be safe. Employers should familiarise themselves with these requirements to ensure they comply with the law and provide a safe workplace.

Documentation Audit Protocol Comments

This safety audit was conducted by a qualified, external auditor from Minerva Consulting Group at the instruction of Ms Lisa Little. It was not a certification or licensing audit and we therefore had some flexibility in audit protocol.

Audit Obstacles

Full cooperation was provided by all Catholic Schools Office personnel and there were no obstacles confronted during this safety audit.



Minerva's 2018 Safety Audit Program for Catholic Schools Office –
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Minerva's Safety Audit Program for Catholic Schools Office St Pius X High School, Adamstown Audit Plan	
Auditor	Minerva Consulting Group
Lead Auditor	Mr Scott Cornwell (Exemplar Global Certified Lead OHS Auditor)
Audit Client	Catholic Schools Office
Contact Persons	Ms Lisa Little, Senior Education Officer – Continuum of School Improvement
Audit Objectives	To assess work health and safety at the school and provide safety improvement suggestions.
Audit Criteria	Minerva Consulting Group's WHS Compliance Audit Tool derived from: <ul style="list-style-type: none"> • NSW Work Health and Safety Act 2011 • NSW Work Health and Safety Regulation 2017.
Audit Scope	<ol style="list-style-type: none"> 1. Conduct the 2018 Safety Audit Program for Catholic Schools Office. 2. Conduct a Safety Audit at the school. 3. Provide a comprehensive audit report, including safety improvement suggestions. 4. Provide recommendations to assist the school to improve safety and compliance to WHS legislation.
Sites and dates for the audit	7 and 8 August 2018 at Catholic Schools Office: St Pius X High School, Adamstown, New South Wales.
Allocation of appropriate resources	The auditors will require an allocated work area with access to basic office facilities (e.g. photocopier and power point).
Matters related to confidentiality	Confidentiality to be maintained at all times (in accordance with the Exemplar Global Auditors Code of Conduct.
Auditee Complaints Procedure	Where appropriate, please express any concerns to the audit team for immediate action. If the auditee would prefer to raise the matter external to the audit team, please contact Kelly Davies Kelly@minervaconsulting.com.au .



Minerva's 2018 Safety Audit Program for Catholic Schools Office –
St Pius X High School, Adamstown – August 2018

Minerva's Safety Audit Program for Catholic Schools Office St Pius X High School, Adamstown Audit Schedule			
Date	Time	Activity	Attendees
07/08/2018	8:20am	Opening Meeting	Robert Emery <i>Scott Cornwell</i>
07/08/2018	8:45am	Documentation / Records Audit	Robert Emery Frances Bowen <i>Scott Cornwell</i>
07/08/2018	9:55am	Workplace Observations First Aid / Sick Bay Canteen Maintenance / Grounds Industrial Arts Science	Mark Pearce Christine Ausburn Kylie Deverell Janelle Oliver Tony Fraser Michael Curk Scott Harrison Helena Slee <i>Scott Cornwell</i>
07/08/2018	2:05pm	Hazardous Chemicals Review	Helena Slee <i>Scott Cornwell</i>
07/08/2018	2:45pm	Complete Documentation / Records Audit	Robert Emery <i>Scott Cornwell</i>
7/08/2018	5:00pm	Exit Site	<i>Scott Cornwell</i>
08/08/2018	8:00am	Day Two Opening	<i>Scott Cornwell</i>
08/08/2018	8:10am	Documentation / Records Audit	Robert Emery Frances Bowen <i>Scott Cornwell</i>
08/08/2018	10:05am	Employee Interview	Michael Curk <i>Scott Cornwell</i>



Minerva's 2018 Safety Audit Program for Catholic Schools Office –
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Minerva's Safety Audit Program for Catholic Schools Office St Pius X High School, Adamstown Audit Schedule			
Date	Time	Activity	Attendees
08/08/2018	10:30am	Documentation / Records Audit	Robert Emery Frances Bowen <i>Scott Cornwell</i>
08/08/2018	4:20pm	Exit Meeting	Robert Emery <i>Scott Cornwell</i>

Catholic Schools Office Safety Audit Program				
<i>1 – Risk Management (WHS Act 2011 Part 2 and WHS Regulation 2017 Chapter 3)</i>				
#	Section	Audit Criteria	Comments	Recommendations
1.	1.1	Does the school have systems in place to identify reasonably foreseeable hazards that could give rise to risks to health and safety?	<p>The school has a detailed WHS webpage that explains its WHS Management System Framework. This includes Element 1: WHS Policy that was last updated in July 2017. WHS Document Control Policy guides the WHS Management System.</p> <p>The school's WHS Goals 2018 notes periodic safety activities, such as "workplace inspections to be done each Semester".</p>	<p><u>Medium Risk</u></p> <p>Expand the school's WHS Goals 2018 to develop an Annual WHS Schedule of actions to be completed (such as emergency evacuations, workplace inspections and risk assessments) to minimise risk in the school. Review the Annual WHS Schedule at a WHS Committee Meeting each term to confirm that the planned actions have been performed, required corrective actions completed and the records filed.</p>
2.	1.2	Does the school consider all types of hazards – physical (noise, heat, cold, dust, working spaces), biological, psychological, chemical, electrical, ergonomic hazards?	The WHS Management System Framework guides safety activities at the school.	<p><u>Medium Risk</u></p> <p>Review security / cash handling arrangements in the Canteen. Consider arranging an escort for daily cash transfers.</p>
3.	1.3	Does the school maintain a maintenance register where issues are recorded and signed off they have been addressed?	<p>The school utilises an electronic WHS Helpdesk to report and record hazards and repairs.</p> <p>The school also has a Maintenance Request Helpdesk.</p>	<p><u>Low Risk</u></p> <p>Review the WHS HelpDesk open items at WHS Committee meetings each Term.</p>

Catholic Schools Office Safety Audit Program				
1 – Risk Management (WHS Act 2011 Part 2 and WHS Regulation 2017 Chapter 3)				
#	Section	Audit Criteria	Comments	Recommendations
4.	1.4	Does the school use the hierarchy of control if it is not reasonably practicable to eliminate hazards?	<p>The school has a detailed WHS webpage that explains its WHS Management System Framework. This includes Element 8: Risk Management that was last updated in July 2017.</p> <p>Risk management principles were practised at the school. Hazard Identification Forms and WHS Risk Management Tools are available.</p>	
5.	1.5	Does the school provide a safe physical work environment?	Workplace Inspections are conducted across the school each semester.	<p><u>Low Risk</u></p> <p>Conduct risk assessments on high risk day-to-day activities, including cleaner's jobs, grounds / maintenance tasks, using electrical equipment or working at heights (e.g. cleaning gutters).</p>

Catholic Schools Office Safety Audit Program				
1 – Risk Management (WHS Act 2011 Part 2 and WHS Regulation 2017 Chapter 3)				
#	Section	Audit Criteria	Comments	Recommendations
6.	1.6	Does the school have a process in place to verify that control measures remain effective, fit for purpose, suitable and installed or set up and used correctly?	<p>Workplace inspections are conducted across the school each semester.</p> <p>The school has a Policy Statement Excursions and completes Excursion Risk Assessments.</p>	<p><u>Medium Risk</u></p> <p>Consider engaging other personnel to bring fresh eyes to workplace inspections so all areas of the school (including all classrooms, canteen, maintenance / grounds, chemical storage areas, cleaner's rooms and store rooms) are inspected every semester. Consider utilising part of the professional development session to engage all teachers to conduct workplace inspections of other teachers' classrooms so all of the school is inspected using a team approach.</p>
7.	1.7	Does the school ensure that duties of officers and workers are identified and communicated?	<p>WHS Duty of Care Checklists are written for Staff, Coordinators, Principal and School Executive.</p> <p>Role Statements: HSR & HSC at St Pius were last reviewed in 2018.</p> <p>Safety Tips are documented for Students and Parent / Carer / Visitor.</p>	<p><u>Low Risk</u></p> <p>Record communication of the school's WHS Duty of Care Checklists at annual WHS re-induction sessions at the beginning of the school year.</p>



Catholic Schools Office Safety Audit Program

1 – Risk Management (WHS Act 2011 Part 2 and WHS Regulation 2017 Chapter 3)

#	Section	Audit Criteria	Comments	Recommendations
8.	1.8	Does the school manage risks arising from trees in accordance with Tree Management Guidelines?	WHS Goals 2018 requires an “Arborist to check safety of trees in each Semester and act upon any concerns”.	<u>Medium Risk</u> Keep records of regular tree inspections by the school's staff, in between periodic arborist's surveys (e.g. during Workplace Inspections). Retain copies of Arborist Reports.

Catholic Schools Office Safety Audit Program				
2 – Emergencies (WHS Regulation 2017 Chapter 3)				
#	Section	Audit Criteria	Comments	Recommendations
9.	2.1	Does the school have arrangements in place for emergency evacuation, communication and appropriate medical treatment?	<p>The school Fire Evacuation Procedure was updated on 10/04/2018. It requires emergency evacuation and lockdown drills. It states specific “responsibilities of key personnel during fire evacuation” and “lockdown”.</p> <p>Evacuation and Lockdown Drills are scheduled for Terms 1 and 3 (most recently conducted on 2/02/18).</p>	<p><u>Low Risk</u></p> <p>Record emergency drills, including any corrective action opportunities to improve emergency response arrangements, in compliance with AS3745 Planning for emergencies in facilities.</p>
10.	2.2	Does the school have first aid facilities and personnel available to provide immediate treatment of injuries and illness?	<p>Records of staff CPR Training were sighted from 2015 to 2017.</p> <p>Student Injury, Illness and Incident Report Forms are completed.</p> <p>Injury Registers and Sick Bay Registers were maintained.</p> <p>Staff Initial Notification of Injuries and Disease were recorded.</p> <p>Administering Medicines Policy was reviewed in 2012.</p>	<p><u>Low Risk</u></p> <p>Display copies of the First Aid Officers’ current First Aid Certificates in the Sick Bay.</p> <p>Keep records of first aid room / kit inspections to confirm that the required inspection has been completed and the necessary stock of products is in place.</p>

Catholic Schools Office Safety Audit Program				
3 – Training (WHS Regulation 2017 Chapter 3)				
#	Section	Audit Criteria	Comments	Recommendations
11.	3.1	Does the school have a staff safety training program in place which covers the mandatory training required?	<p>Safety training has been completed, including Duty of Care, Risk Management Principles, first aid and emergency training.</p> <p>OnGuard Training Records display the completion of mandatory training. Many staff have not completed the Duty of Care in Australian Workplaces training that was due by 06/07/18.</p>	<p><u>Low Risk</u></p> <p>Enforce that all staff complete the now overdue Duty of Care in Australian Workplaces training that was due by 06/07/18.</p>
12.	3.2	Does the school have training program in place specific to roles?	<p>Annual Induction is completed for School Staff with CSO Code of Conduct Declarations signed off.</p> <p>CPR training is conducted on site in Term 4 each year.</p>	<p><u>Medium Risk</u></p> <p>Complete a Training Needs Analysis that lists the WHS training required for each position and what training has been conducted.</p>
13.	3.3	Does the school have a contractor's induction training program in place that includes obtaining relevant licences / certificates / qualifications?	<p>Contractor Safety Management Policy and Procedures (updated August 2015) requires completion of the Contractor Induction checklist.</p> <p>An Approved Contractor List is maintained noting licencing, insurance, safe work procedure and induction details.</p> <p>Induction records are retained.</p>	<p><u>Low Risk</u></p> <p>Keep records of Working with Children Clearance Certificates for all contractors that work unescorted on site.</p> <p>Check that builders and electricians used at the school hold current licences. This can be done via the following NSW Government website:</p> <p>https://www.onegov.nsw.gov.au/publicregist</p>



Minerva's 2018 Safety Audit Program for Catholic Schools Office – St Pius X High School, Adamstown – August 2018

Catholic Schools Office Safety Audit Program

3 – Training (WHS Regulation 2017 Chapter 3)

#	Section	Audit Criteria	Comments	Recommendations
				er/#/publicregister/search/Trades

Catholic Schools Office Safety Audit Program				
4 – Incident Notification (WHS Act 2011 Part 3)				
#	Section	Audit Criteria	Comments	Recommendations
14.	4.1	Does the school understand what incidents fall into the “Notifiable” category?	The school has a documented Critical Incident Management Policy (updated 2013). Notification of Student Injury, Illness and Incident Forms are recorded and retained. Staff Initial Notification of Injuries and Disease are completed.	
15.	4.2	Does the school have a procedure in place for notifying SafeWork NSW?	WHS legal information on notifiable incidents was found in the WHS files.	<u>Low Risk</u> Display the SafeWork Australia Notifiable Incident Fact Sheet on the staff WHS notice board and follow if required. The fact sheet can be downloaded from: https://www.safeworkaustralia.gov.au/doc/incident-notification-fact-sheet
16.	4.3	Does the school report notifiable incidents and complete associated investigations and corrective actions?	An incident was reported to WorkCover on 03/02/2011 with details recorded.	

Catholic Schools Office Safety Audit Program				
5 – Asbestos (WHS Regulation 2017 Chapter 8)				
#	Section	Audit Criteria	Comments	Recommendations
17.	5.1	Does the school know if there is asbestos on the site?	The school has asbestos containing materials on site as detailed in the Asbestos Register.	
18.	5.2	Does the school have processes in place to ensure any person working at the school who may disturb asbestos or ACM is aware of this and adequate control measures are in place?	The current staff were aware that ACM is on the site.	<p><u>Medium Risk</u></p> <p>Develop an Asbestos Management Plan in compliance with the WHS Regulation 2017 for managing identified asbestos risks, including regular inspections to check that the asbestos containing materials have not been damaged and informing any contractors that may conduct physical work in the area of the presence of the asbestos containing materials.</p>

Catholic Schools Office Safety Audit Program				
6 – Workplace Consultation (WHS Act 2011 Part 5 and WHS Regulation 2017 Chapter 2)				
#	Section	Audit Criteria	Comments	Recommendations
19.	6.1	Does the school have an agreed method of consultation in place (e.g. representatives (HSR), committee, Other Agreed Arrangements - consultative team meetings)?	<p>The school has a detailed WHS webpage that explains its WHS Management System Framework. This includes Element 3: Consultation.</p> <p>The site has a HSR and a WHS Committee that meets each term.</p> <p>WHS is discussed and minuted at each Staff Meeting and each Faculty Meeting.</p>	<p><u>Low Risk</u></p> <p>Document a school WHS Consultation Statement to formalise the HSR, WHS Committee and WHS component in Staff Meetings as the agreed WHS consultation arrangements.</p> <p>Record the employees' agreement with the WHS Consultation Statement at a Staff Meeting.</p>
20.	6.2	Has appropriate training been provided to HSR or committee members, if required?	The HSR underwent a five day HSR course and a one day refresher in 2015.	<p><u>Low Risk</u></p> <p>Keep records of WHS Committee training for the committee members.</p>
21.	6.3	Does the school consult effectively with workers on matters which may affect their health & safety?	Staff, Executive and Faculty Meetings all consistently include a WHS component.	
22.	6.4	Does the school have an agreed issue resolution procedure in place?	Reporting & Resolution of a WHS Issue is documented within the WHS Management System. It utilises the WHS Helpdesk, Maintenance Request Helpdesk, HSR and WHS Committee.	

Catholic Schools Office Safety Audit Program				
7 – Access and Egress (WHS Regulation 2017 Chapter 3)				
#	Section	Audit Criteria	Comments	Recommendations
23.	7.1	Does the school provide and maintain a safe means of entering and exiting?	Workplace inspections include checks on paths. Suitable egress was observed.	
24.	7.2	Does the school authorise visitors and others to enter and advise them of the safety rules?	A visitor sign in process is in place.	<u>Low Risk</u> Display the CSO's Visitor Safety Rules and / or the school's Parent / Carer / Visitor Safety Tips adjacent to the visitor sign in location.
25.	7.3	Is the school perimeter fencing secure and intact?	The school perimeter appeared to be suitably fenced. The school's Security (Building and Facilities) Policy was updated in 2016. The school's Visitors Policy was updated in 2016. The school's Working Alone Policy was updated in 2017.	
26.	7.4	Does the school display suitable safety signs (such as restricted access, slippery surface) in good condition?	Suitable signage was in place, such as fire extinguisher signage.	
27.	7.5	Does the school designate pedestrian access and egress (such as walkways) and keep them free of obstacles, leads and cables?	Suitable egress was observed.	

Catholic Schools Office Safety Audit Program				
8 – Information (WHS Regulation 2017 Chapter 3)				
#	Section	Audit Criteria	Comments	Recommendations
28.	8.1	Does the school have safety notice boards that are well organised and contain only relevant, current information? <u>or</u> On-line access to current information?	Key WHS information was displayed in the staff room.	<u>Low Risk</u> Display a current SafeWork NSW “If You Get Injured at Work” poster in the staff room. Fill in the sections at the base to communicate details of Catholic Church Insurances and CSO’s Return-to-Work Coordinators. This poster can be downloaded from: http://www.safework.nsw.gov.au/_data/assets/pdf_file/0003/50088/SIRA08088-0217-358067_2017-version.pdf



Catholic Schools Office Safety Audit Program

9 – Cleanliness (WHS Regulation 2017 Chapter 3)

#	Section	Audit Criteria	Comments	Recommendations
29.	9.1	Does the school maintain good levels of housekeeping e.g. items kept in place, rubbish removed, premises clean and tidy across all areas of the school?	Good housekeeping standards were observed.	



Catholic Schools Office Safety Audit Program

10 – Amenities (WHS Regulation 2017 Chapter 3)

#	Section	Audit Criteria	Comments	Recommendations
30.	10.1	Does the school provide well maintained facilities which include toilets, drinking water, washing facilities and eating facilities? Are these areas clean and stocked with relevant requirements (e.g. toilet & hand paper and soap, providing hand-drying and sanitary disposal facilities, storage for food, cutlery, crockery etc.)?	Good facilities were observed.	

Catholic Schools Office Safety Audit Program

11 – Work Environment (WHS Regulation 2017 Chapter 3)

#	Section	Audit Criteria	Comments	Recommendations
31.	11.1	Does the school provide adequate lighting and ventilation?	Adequate lighting and ventilation was observed.	
32.	11.2	Does the school test and maintain illuminated exit signs and emergency lights?	<p>Six-monthly emergency equipment checks are conducted by a dedicated external contractor.</p> <p>A current Annual Fire Safety Statement was displayed in the Administration Entry Foyer.</p>	<p><u>Low Risk</u></p> <p>Maintain a file to keep records of 6 monthly testing of emergency equipment, exit signs and emergency lights (the last report on file was from September 2016).</p>

Catholic Schools Office Safety Audit Program				
<i>12 – Hazardous Manual Tasks (WHS Regulation 2017 Chapter 4 Part 4.2)</i>				
#	Section	Audit Criteria	Comments	Recommendations
33.	12.1	<p>Has the school identified manual tasks which may cause musculoskeletal disorders, i.e.</p> <ul style="list-style-type: none"> • repetitive or sustained force • high or sudden force • repetitive movement • sustained or awkward posture • exposure to vibration? 	<p>The school's Manual Handling Policy was updated in 2018.</p> <p>Mechanical handling aids (e.g. trolleys) were in use.</p>	<p><u>High Risk</u></p> <p>Conduct manual task risk assessments for the process of opening and closing roller doors and customer screens in the Canteen. Consider providing staff that are taller with significant reach and lifting capacity to open and close the roller doors and customer screens at the beginning and end of the day.</p>
34.	12.2	<p>Has the school designed work tasks to either eliminate or minimise manual handling risks?</p>	<p>Work tasks were designed to minimise manual handling risks.</p>	
35.	12.3	<p>Are workplace and workstation layout assessments carried out (e.g. workstation ergonomic assessments)?</p>	<p>Computer workstations were generally reasonably set up.</p>	<p><u>Low Risk</u></p> <p>Arrange workstation ergonomic assessments for workers that spend most of their working day using a screen-based workstation that have not previously been assessed.</p>
36.	12.4	<p>Does the school provide staff with manual tasks and ergonomics training?</p>	<p>OnGuard manual handling training records were available.</p>	<p><u>Low Risk</u></p> <p>Update the OnGuard manual handling and ergonomics training in the next year.</p>

Catholic Schools Office Safety Audit Program

13 – Personal Protective Equipment (WHS Regulation 2017 Chapter 3 Part 3.2)

#	Section	Audit Criteria	Comments	Recommendations
37.	13.1	Does the school know what tasks, activities or areas require people to wear PPE?	Gloves, glasses, hearing protection and high visibility vests are provided.	
38.	13.2	Does the school provide appropriate, clean and individual personal protective equipment (PPE)?	Appropriate PPE was provided.	
39.	13.3	Does the school have a process in place to verify the PPE is suitable for the task and fits the wearer comfortably?	Personal issue high visibility vests are provided to all teachers for all playground duties.	
40.	13.4	Does the school provide training in safe use and maintenance of PPE and have processes in place for replacement?	PPE was maintained.	

Catholic Schools Office Safety Audit Program				
<i>14 – Noise (WHS Regulation 2017 Chapter 4 Part 4.1)</i>				
#	Section	Audit Criteria	Comments	Recommendations
41.	14.1	Does the school manage noise risks appropriately e.g. has identified noisy areas, processes or equipment, and ensure noise exposure standards are not exceeded?	A noise survey has been internally completed.	<u>Low Risk</u> Record noise assessments for noisy cleaners and grounds workers equipment that is used by operators for long periods each week (like vacuums and mowers).
42.	14.2	Does the school provide hearing protection where required?	Hearing protection was available in the school.	
43.	14.3	Does the school provide workers that frequently wear hearing protection, due to excessive noise, with 2 yearly hearing checks?	No hearing testing is believed to be required.	

Catholic Schools Office Safety Audit Program

15 – Management of risk of fall (WHS Regulation 2017 Chapter 4 Part 4.4)

#	Section	Audit Criteria	Comments	Recommendations
44.	15.1	Has the school identified areas, tasks or activities where there may be a risk to health and safety associated with a fall by a person from one level to another that is reasonably likely to cause injury?	Working at heights is mostly conducted by external contractors.	<u>Medium Risk</u> Obtain working at heights risk assessments for employees and contractors conducting working at heights tasks at the school.
45.	15.2	Does the school manage working at height risks appropriately e.g. ensuring ladders, handrails, barriers, floor coverings are in good condition, safe work procedures are in place etc.?	Ladders are used at the school, mostly by maintenance / grounds workers and external contractors.	<u>Medium Risk</u> Train staff that use the elevated work platform to fill in the log book, recording a pre-start safety check before each use of the device.

Catholic Schools Office Safety Audit Program				
<i>16 – Electricity (WHS Regulation 2017 Chapter 4 Part 4.7)</i>				
#	Section	Audit Criteria	Comments	Recommendations
46.	16.1	Does the school have an electrical assets register?	The school's Electrical Safety Management Policy and Procedures were updated in 2018. It requires an Assets Register listing electrical equipment costing over \$1,000. This register is maintained in SAS.	<u>Low Risk</u> Update the school's Electrical Safety Management Policy and Procedures to change references from "WHS Regulations 2011" to "WHS Regulation 2017".
47.	16.2	Has the school identified which equipment needs to be tested and tagged and the test and tag cycle for the equipment?	Electrical safety testing and tagging was last conducted in September 2017 as verified by current tags on appliances; and electrical safety testing and tagging records.	
48.	16.3	Does the school have a system in place for placing faulty electrical equipment "out of service"?	Out-of-service tags are available on site.	
49.	16.4	Has the school provide all staff with access to the Electrical Safety Awareness Training PowerPoint?	The Electrical Safety Awareness Training PowerPoint has not yet been communicated.	<u>Medium Risk</u> Refresh the training for all staff using the Electrical Safety Awareness Training PowerPoint.
50.	16.5	Does the school have RCDs in use on electrical equipment operating in high risk environments?	RCDs appeared to be in place within electrical distribution boards.	

Catholic Schools Office Safety Audit Program

16 – Electricity (WHS Regulation 2017 Chapter 4 Part 4.7)

#	Section	Audit Criteria	Comments	Recommendations
51.	16.6	Does the school test RCD in accordance with the relevant Australian Standard?	No RCD testing records were available.	<u>Medium Risk</u> Keep records of electrical testing and tagging of residual current devices.
52.	16.7	Does the school only engage licensed electricians or competent persons to undertake work on electrical equipment?	An electrician has been used by the school for many years.	<u>Medium Risk</u> Ask the electrician for a copy of their electrical licence.

Catholic Schools Office Safety Audit Program

17 – Work in Confined Spaces (WHS Regulation 2017 Chapter 4 Part 4.3)

#	Section	Audit Criteria	Comments	Recommendations
53.	17.1	Does the school manage confined space appropriately e.g. is there a current confined spaces register, signage and is confined space work carried out by suitably trained workers?	The site had tanks and pits that are confined spaces but no confined spaces register.	<u>Medium Risk</u> List the tanks and pits on a site confined space register.
54.	17.2	Are only suitably qualified contractor's with confined spaces training engaged to perform work in confined spaces?	No confined spaces entry was known to have occurred.	<u>Medium Risk</u> Engage contractors trained in confined spaces entry to perform any work required in confined spaces. Only allow entry after a risk assessment and entry permit is completed and required precautions (such as air quality monitoring and emergency rescue arrangements) have been implemented. Display "confined space – entry by permit only" signage prior to opening confined spaces.

Catholic Schools Office Safety Audit Program				
18 – Plant (WHS Regulation 2017 Chapter 5)				
#	Section	Audit Criteria	Comments	Recommendations
55.	18.1	Does the school have a register of plant and equipment?	The school has a register of major plant maintained in SAS.	
56.	18.2	Does the school licence / register plant with Regulators where required?	The site has three lifts. A substantial compressor in TAS was not in use.	<u>Low Risk</u> Maintain records of registration for plant (e.g. lifts and large pressure vessels) on site requiring registration.
57.	18.3	Does the school have records of plant maintenance available?	Maintenance records are kept, including on the Maintenance HelpDesk system.	
58.	18.4	Does the school provide adequate guarding, labelling of operational controls and emergency stop buttons on machinery in compliance with AS4024?	Adequate guarding was observed.	
59.	18.5	Does the school inspect and maintain playground and sports equipment?	Playground and sports equipment was observed to be in a suitable condition.	<u>Low Risk</u> Inspect playground and sports equipment as part of workplace inspections that are scheduled to be completed each term.

Catholic Schools Office Safety Audit Program				
19 – Hazardous Chemicals (WHS Regulation 2017 Chapter 7)				
#	Section	Audit Criteria	Comments	Recommendations
60.	19.1	Does the school maintain a register of all hazardous chemicals used?	<p>The school has implemented a Chemical Safety Management Policy (updated November 2017).</p> <p>Chemical Registers were in place across the school. Based upon workplace observations and cross-checks of the registers, some hazardous chemicals stored on site are not on the registers (e.g. not kept for all the paints).</p>	<p><u>Medium Risk</u></p> <p>Remove unused and excessive quantities of chemicals from the site. Then maintain accurate Chemical Register to ensure that all hazardous and / or dangerous chemicals held on site are placed on the register, including their storage locations and maximum quantities held on site.</p>
61.	19.2	Does the school have and make available safety data sheets (SDS) and risk assessments for all hazardous chemicals used?	<p>SDS are not kept for hazardous chemicals used on site.</p>	<p><u>Medium Risk</u></p> <p>Conduct risk assessments for all hazardous chemicals that are used and stored within the school.</p> <p>Keep SDS for all hazardous chemicals used and stored within the school.</p>
62.	19.3	Does the school ensure hazardous chemicals are stored safely in suitable containers and they are adequately labelled / signposted / placarded?	<p>Hazardous chemicals were generally old paint tins which were unsafely stored across the school.</p>	<p><u>Medium Risk</u></p> <p>Install a flammable liquids cabinet in the main maintenance / grounds area. Then insert all flammable liquids held by maintenance / grounds in the cabinet.</p>
63.	19.4	Does the school store gas cylinders in compliance with AS4332?	<p>The LPG cylinders were not correctly stored for the barbeques.</p>	<p><u>Medium Risk</u></p> <p>Restrain the LPG cylinders in a ventilated</p>



Catholic Schools Office Safety Audit Program

19 – Hazardous Chemicals (WHS Regulation 2017 Chapter 7)

#	Section	Audit Criteria	Comments	Recommendations
				location away from ignition sources. Conduct a risk assessment for the LPG storage and use.

Recommended Action Plan

To assist Catholic Schools Office, we have provided a Recommended Action Plan table. The following table present all the recommendations in an action plan format, sorted by Priority.

Minerva's Recommended Action Plan for Catholic Schools Office – St Pius X High School, Adamstown					
#	Recommendations	Priority	Person Responsible	Scheduled Completion Date	Actual Completion Date/Sign Off
1.	Conduct manual task risk assessments for the process of opening and closing roller doors and customer screens in the Canteen. Consider providing staff that are taller with significant reach and lifting capacity to open and close the roller doors and customer screens at the beginning and end of the day.	H			
2.	Expand the school's WHS Goals 2018 to develop an Annual WHS Schedule of actions to be completed (such as emergency evacuations, workplace inspections and risk assessments) to minimise risk in the school. Review the Annual WHS Schedule at a WHS Committee Meeting each term to confirm that the planned actions have been performed, required corrective actions completed and the records filed.	M			
3.	Review security / cash handling arrangements in the Canteen. Consider arranging an escort for daily cash transfers.	M			
4.	Consider engaging other personnel to bring fresh eyes to workplace inspections so all areas of the school (including all classrooms, canteen, maintenance / grounds, chemical storage areas, cleaner's rooms and store rooms) are inspected every semester. Consider utilising part of the professional development session to engage all teachers to conduct workplace inspections of other teachers' classrooms so all of the school is inspected using a team approach.	M			
5.	Keep records of regular tree inspections by the school's staff, in between periodic arborist's surveys (e.g. during Workplace Inspections). Retain copies of Arborist Reports.	M			

Minerva's Recommended Action Plan for Catholic Schools Office – St Pius X High School, Adamstown					
#	Recommendations	Priority	Person Responsible	Scheduled Completion Date	Actual Completion Date/Sign Off
6.	Complete a Training Needs Analysis that lists the WHS training required for each position and what training has been conducted.	M			
7.	Develop an Asbestos Management Plan in compliance with the WHS Regulation 2017 for managing identified asbestos risks, including regular inspections to check that the asbestos containing materials have not been damaged and informing any contractors that may conduct physical work in the area of the presence of the asbestos containing materials.	M			
8.	Obtain working at heights risk assessments for employees and contractors conducting working at heights tasks at the school.	M			
9.	Train staff that use the elevated work platform to fill in the log book, recording a pre-start safety check before each use of the device.	M			
10.	Refresh the training for all staff using the Electrical Safety Awareness Training PowerPoint.	M			
11.	Keep records of electrical testing and tagging of residual current devices.	M			
12.	Ask the electrician for a copy of their electrical licence.	M			
13.	List the tanks and pits on a site confined space register.	M			
14.	Engage contractors trained in confined spaces entry to perform any work required in confined spaces. Only allow entry after a risk assessment and entry permit is completed and required precautions (such as air quality monitoring	M			

Minerva’s Recommended Action Plan for Catholic Schools Office – St Pius X High School, Adamstown					
#	Recommendations	Priority	Person Responsible	Scheduled Completion Date	Actual Completion Date/Sign Off
	and emergency rescue arrangements) have been implemented. Display “confined space – entry by permit only” signage prior to opening confined spaces.				
15.	Remove unused and excessive quantities of chemicals from the site. Then maintain accurate Chemical Register to ensure that all hazardous and / or dangerous chemicals held on site are placed on the register, including their storage locations and maximum quantities held on site.	M			
16.	Conduct risk assessments for all hazardous chemicals that are used and stored within the school. Keep SDS for all hazardous chemicals used and stored within the school.	M			
17.	Install a flammable liquids cabinet in the main maintenance / grounds area. Then insert all flammable liquids held by maintenance / grounds in the cabinet.	M			
18.	Restrain the LPG cylinders in a ventilated location away from ignition sources. Conduct a risk assessment for the LPG storage and use.	M			
19.	Review the WHS HelpDesk open items at WHS Committee meetings each Term.	L			
20.	Conduct risk assessments on high risk day-to-day activities, including cleaner’s jobs, grounds / maintenance tasks, using electrical equipment or working at heights (e.g. cleaning gutters).	L			
21.	Record communication of the school’s WHS Duty of Care Checklists at annual WHS re-induction sessions at the beginning of the school year.	L			

Minerva's Recommended Action Plan for Catholic Schools Office – St Pius X High School, Adamstown					
#	Recommendations	Priority	Person Responsible	Scheduled Completion Date	Actual Completion Date/Sign Off
22.	Record emergency drills, including any corrective action opportunities to improve emergency response arrangements, in compliance with AS3745 Planning for emergencies in facilities.	L			
23.	Display copies of the First Aid Officers' current First Aid Certificates in the Sick Bay. Keep records of first aid room / kit inspections to confirm that the required inspection has been completed and the necessary stock of products is in place.	L			
24.	Enforce that all staff complete the now overdue Duty of Care in Australian Workplaces training that was due by 06/07/18.	L			
25.	Keep records of Working with Children Clearance Certificates for all contractors that work unescorted on site. Check that builders and electricians used at the school hold current licences. This can be done via the following NSW Government website: https://www.onegov.nsw.gov.au/publicregister/#/publicregister/search/Trades	L			
26.	Display the SafeWork Australia Notifiable Incident Fact Sheet on the staff WHS notice board and follow if required. The fact sheet can be downloaded from: https://www.safeworkaustralia.gov.au/doc/incident-notification-fact-sheet	L			
27.	Document a school WHS Consultation Statement to formalise the HSR, WHS Committee and WHS component in Staff Meetings as the agreed WHS consultation arrangements. Record the employees' agreement with the WHS Consultation Statement at a Staff Meeting.	L			
28.	Keep records of WHS Committee training for the committee members.	L			

Minerva’s Recommended Action Plan for Catholic Schools Office – St Pius X High School, Adamstown					
#	Recommendations	Priority	Person Responsible	Scheduled Completion Date	Actual Completion Date/Sign Off
29.	Display the CSO’s Visitor Safety Rules and / or the school’s Parent / Carer / Visitor Safety Tips adjacent to the visitor sign in location.	L			
30.	Display a current SafeWork NSW “If You Get Injured at Work” poster in the staff room. Fill in the sections at the base to communicate details of Catholic Church Insurances and CSO’s Return-to-Work Coordinators. This poster can be downloaded from: http://www.safework.nsw.gov.au/_data/assets/pdf_file/0003/50088/SIRA08088-0217-358067_2017-version.pdf	L			
31.	Maintain a file to keep records of 6 monthly testing of emergency equipment, exit signs and emergency lights (the last report on file was from September 2016).	L			
32.	Arrange workstation ergonomic assessments for workers that spend most of their working day using a screen-based workstation that have not previously been assessed.	L			
33.	Update the OnGuard manual handling and ergonomics training in the next year.	L			
34.	Record noise assessments for noisy cleaners and grounds workers equipment that is used by operators for long periods each week (like vacuums and mowers).	L			
35.	Update the school’s Electrical Safety Management Policy and Procedures to change references from “WHS Regulations 2011” to “WHS Regulation 2017”.	L			
36.	Maintain records of registration for plant (e.g. lifts and large pressure vessels) on site requiring registration.	L			





Minerva's 2018 Safety Audit Program for Catholic Schools Office – St Pius X High School, Adamstown – August 2018


Minerva's Recommended Action Plan for Catholic Schools Office – St Pius X High School, Adamstown					
#	Recommendations	Priority	Person Responsible	Scheduled Completion Date	Actual Completion Date/Sign Off
37.	Inspect playground and sports equipment as part of workplace inspections that are scheduled to be completed each term.	L			


Workplace Observations



The following were identified during our workplace observations:



Minerva's Physical Opportunities for Improvement Action Plan for St Pius X High School, Adamstown							
#	Location	Recommendations	Photo	Priority	Person Responsible	Scheduled Completion Date	Actual Completion Date/Sign Off
1.	Old Grounds Shed	Remove the flammable aerosol cans from next to ignition / heat generating sources (cooking appliances).		H			


Minerva's Physical Opportunities for Improvement Action Plan for St Pius X High School, Adamstown							
#	Location	Recommendations	Photo	Priority	Person Responsible	Scheduled Completion Date	Actual Completion Date/Sign Off
2.	Hospitality Class Room	Fix the damaged electrical power point.		H			


Minerva's Physical Opportunities for Improvement Action Plan for St Pius X High School, Adamstown							
#	Location	Recommendations	Photo	Priority	Person Responsible	Scheduled Completion Date	Actual Completion Date/Sign Off
3.	Staff Rooms	Keep the hot water system clear of chemicals, flammable and combustible materials.		H			

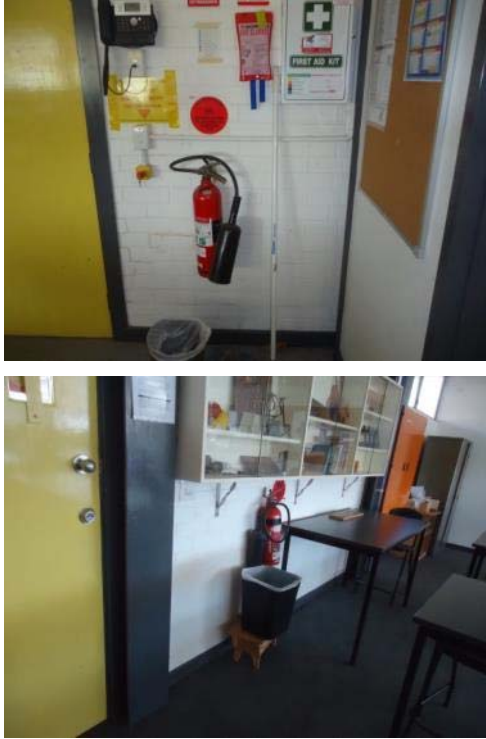
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4.	TAS	<p>Move the flammable liquids cabinet 3 metres away from the electrical distribution board and potentially heat / spark generating power tools.</p> <p>Provide clear access to the electrical distribution board so it can be easily accessed in an emergency.</p>		H			


Minerva's Physical Opportunities for Improvement Action Plan for St Pius X High School, Adamstown							
#	Location	Recommendations	Photo	Priority	Person Responsible	Scheduled Completion Date	Actual Completion Date/Sign Off
5.	TAS	Cease storing the heavy stone upright where it could fall onto a person.		H			
6.	Throughout School	<p>Train teachers and staff to keep a 1 metre clearance zone around fire extinguishers and blankets so they can be easily accessed in an emergency.</p> <p>Improve supervision of the fire equipment contractor to make sure that all fire extinguishers and fire blankets undergo 6 monthly inspections and tagging.</p>		M			



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#	Location	Recommendations	Photo	Priority	Person Responsible	Scheduled Completion Date	Actual Completion Date/Sign Off
7.	Throughout School	Review the style of fire hose reel cabinets as many cabinets are missing their keys so they cannot be easily opened. Make sure the keys are in place and simple to use so the fire hose reels can be easily accessed in an emergency.		M			

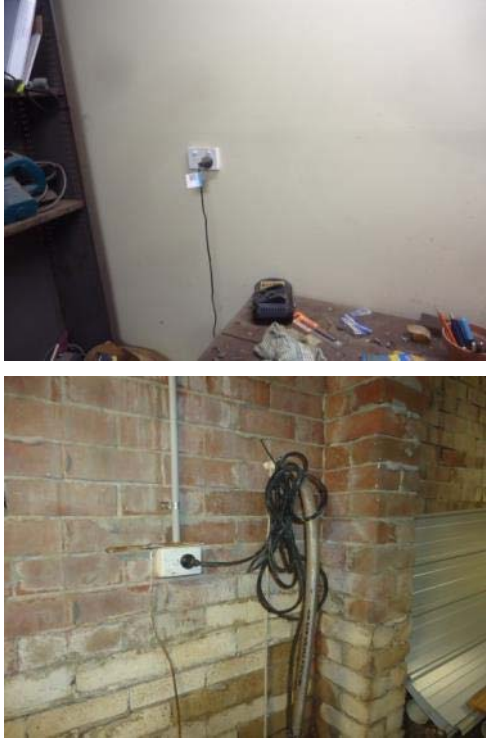
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8.	Throughout School	Check that all emergency exit lights are illuminated at all times and that 6 monthly testing is conducted.		M			
9.	Throughout School	Check that all electrical appliances and leads used in hostile environments are tested and tagged annually. Check that all electrical appliances and leads used in workshops and for commercial cleaning are tested and tagged 6 monthly.		M			



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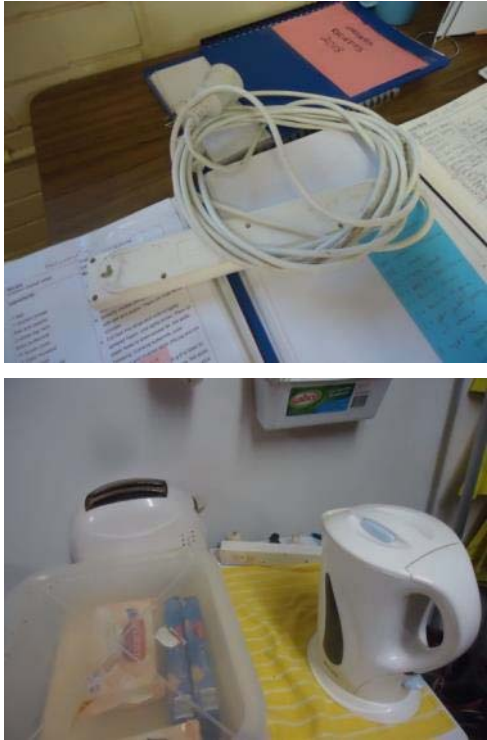
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Minerva's Physical Opportunities for Improvement Action Plan for St Pius X High School, Adamstown							
#	Location	Recommendations	Photo	Priority	Person Responsible	Scheduled Completion Date	Actual Completion Date/Sign Off
10.	Throughout School	Secure electrical power boards to walls so their pin holes are in a vertical plain to minimise the risk of liquid or dust falling into the pin holes and connections separating.		M			



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11.	Throughout School	Develop a confined spaces register that lists the tanks and pits within the school that are large enough to need a person to enter to maintain or clear blockages or repair pumps.		M			


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12.	Throughout School	Check that all chemical containers are clearly and legibly labelled, including emergency / first aid information, warnings and hazardous chemical symbols (labels can be printed off ChemWatch – naming the contents in text is not sufficient for hazardous chemicals). Replace damaged and faded labels.		M			

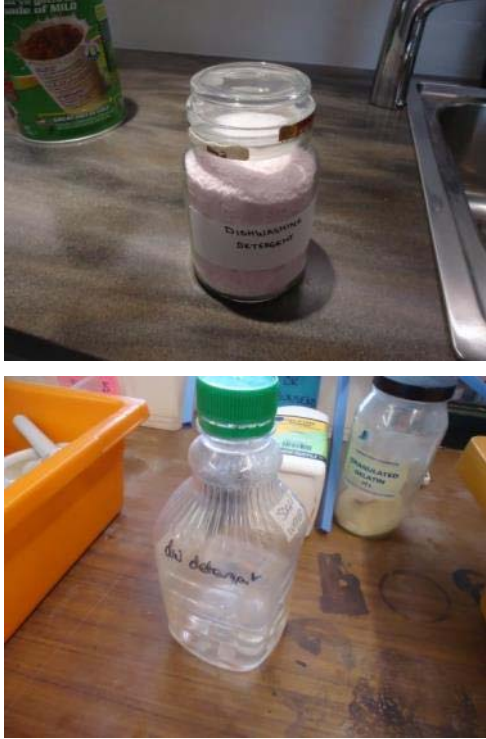
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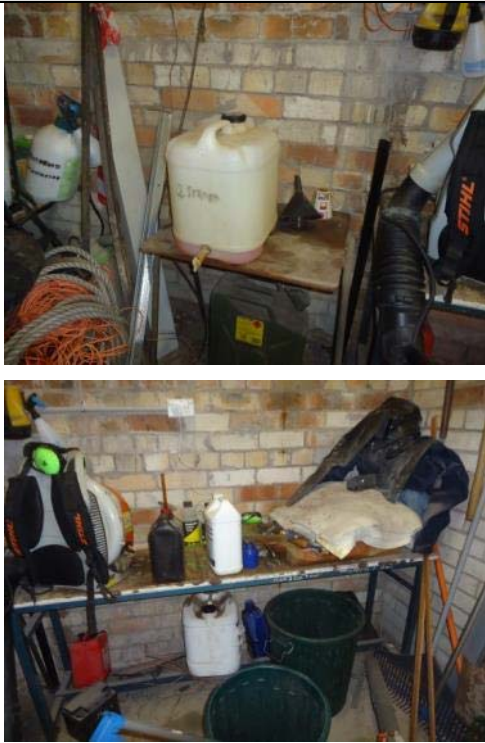
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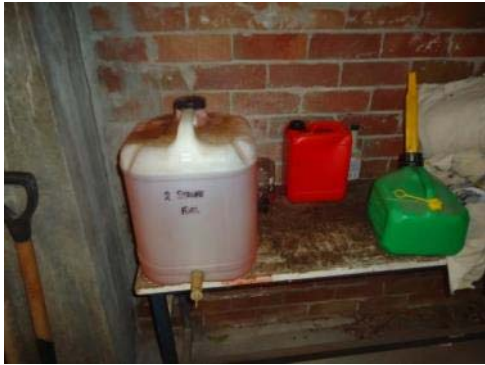
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13.	Throughout School	Remove the un-needed / perished chemicals from site and minimise the hazardous chemicals stored on site. Supervise that hazardous chemicals are not ordered in excessive quantities. For the hazardous chemicals that are retained, accurately list them on the Hazardous Chemicals Register.		M			


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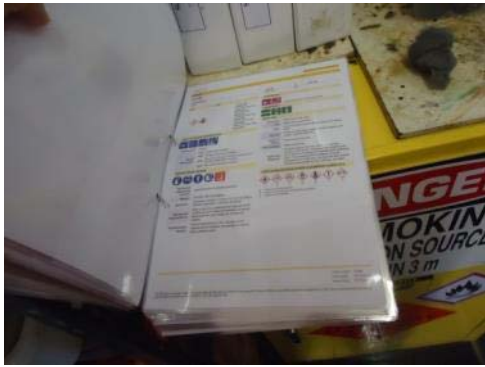
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#	Location	Recommendations	Photo	Priority	Person Responsible	Scheduled Completion Date	Actual Completion Date/Sign Off
							
14.	Throughout School	Never store chemicals in former food or drink containers.		M			



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Minerva's Physical Opportunities for Improvement Action Plan for St Pius X High School, Adamstown							
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15.	Throughout School	Update out-of-date hard copy safety data sheets (must be the manufacturer / suppliers' latest version and less than five years' old).	 	M			



Minerva's Physical Opportunities for Improvement Action Plan for St Pius X High School, Adamstown							
#	Location	Recommendations	Photo	Priority	Person Responsible	Scheduled Completion Date	Actual Completion Date/Sign Off
16.	Throughout School	Cease storing chemicals in the bund of flammable liquids cabinets so this area is empty to contain any spills in accordance with the cabinets' design / purpose.		M			



Minerva's Physical Opportunities for Improvement Action Plan for St Pius X High School, Adamstown							
#	Location	Recommendations	Photo	Priority	Person Responsible	Scheduled Completion Date	Actual Completion Date/Sign Off
							
17.	Barbeque Area	Restrain the LPG cylinders in a ventilated location away from ignition sources.		M			


Minerva's Physical Opportunities for Improvement Action Plan for St Pius X High School, Adamstown							
#	Location	Recommendations	Photo	Priority	Person Responsible	Scheduled Completion Date	Actual Completion Date/Sign Off
18.	Above New Staff Room	Lock the window so people can't access the roof without authorisation.		M			
19.	TAS	Restrain the LPG cylinders in a ventilated location away from ignition sources.		M			


Minerva's Physical Opportunities for Improvement Action Plan for St Pius X High School, Adamstown							
#	Location	Recommendations	Photo	Priority	Person Responsible	Scheduled Completion Date	Actual Completion Date/Sign Off
20.	Science and TAS Rooms	<p>Install emergency eye wash and shower signage above emergency eye washes and showers.</p> <p>Maintain clear access to emergency eye washes and showers so they can be easily accessed in an emergency (including people that cannot see if splashed in the eyes).</p>		M			


Minerva's Physical Opportunities for Improvement Action Plan for St Pius X High School, Adamstown							
#	Location	Recommendations	Photo	Priority	Person Responsible	Scheduled Completion Date	Actual Completion Date/Sign Off
21.	Canteen	Remove piggy back style double adapters from the workplace.		M			
22.	Canteen	Review electrical arrangements in the Canteen to provide power points where needed without cords / connections needing to hang unsupported under tension.		M			

Minerva's Physical Opportunities for Improvement Action Plan for St Pius X High School, Adamstown							
#	Location	Recommendations	Photo	Priority	Person Responsible	Scheduled Completion Date	Actual Completion Date/Sign Off
							
23.	Canteen	Remove the lock from the cool room so a person cannot be locked inside.		M			

Minerva's Physical Opportunities for Improvement Action Plan for St Pius X High School, Adamstown							
#	Location	Recommendations	Photo	Priority	Person Responsible	Scheduled Completion Date	Actual Completion Date/Sign Off
							
24.	Throughout School	Check that all first aid kits are inspected, restocked and tagged 6 monthly.		L			

Minerva’s Physical Opportunities for Improvement Action Plan for St Pius X High School, Adamstown							
#	Location	Recommendations	Photo	Priority	Person Responsible	Scheduled Completion Date	Actual Completion Date/Sign Off
25.	Science Rooms	Remove the “first aid” stations if they are not maintained with saline nebulas.		L			

Minerva's Physical Opportunities for Improvement Action Plan for St Pius X High School, Adamstown							
#	Location	Recommendations	Photo	Priority	Person Responsible	Scheduled Completion Date	Actual Completion Date/Sign Off
26.	Gymnasium	Conduct a risk assessment to determine the safety of the old gym equipment as it was showing signs of corrosion and wear.		L			

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Minerva's 2018 Safety Audit Program for Catholic Schools Office –
St Pius X High School, Adamstown – August 2018

Conclusion

Ms Lisa Little, Senior Education Officer of Catholic Schools Office, requested Minerva Consulting Group to conduct a Safety Audit at St Pius X High School, Adamstown. Mr Scott Cornwell of Minerva attended the school to conduct the audit.

The school was excellently prepared for the Audit and had a great, documented WHS management system. Contractor Management and the WHS Helpdesk were examples of good safety practices at the school.

Some weaknesses were observed around a fire equipment maintenance and clearance, chemicals management and confined spaces.

The commissioning of this audit is a positive commitment to safety by Catholic Schools Office. To maximise the benefit of this audit, it is important that the school addresses the recommendations. The Recommended Action Plan provides a template to guide the audit follow up process. The school is also recommended to address all Workplace Observations compiled in this report. After the school has taken actions to address the safety management system weaknesses identified by this audit, we recommend that a follow up audit be conducted to review the actions completed.

If Catholic Schools Office would like Minerva's assistance with the audit follow up or to further sort the information in any way, please contact Scott Cornwell on (02) 4731 1199.

Yours faithfully

Scott Cornwell

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