

Safety Management Checklist

(Appendix 2)

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People
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PEOPLE

Management

1.1 General Policy

Is there a written:

1.1.1 General policy reflecting the board's positive attitude and commitment to safety management? [Yes / No]

1.1.2 Safety management programme for all facilities, activities, and programmes identifying risks and hazards to people, equipment and environment? [Yes / No]

1.2 Safety Management Committee

Is there

1.2.1 A safety management review committee of staff and management? [Yes / No]

1.2.2. An internal written procedure for receiving and considering recommendations from this committee? [Yes / No]

1.2.3. Follow-up procedure to ensure implementation of accepted committee recommendations? [Yes / No]

1.3 Safety Management Person

1.3.1 Has one person been designated as a safety management person? [Yes / No]

1.4 Individual Responsibility for Safety Management Programming

1.4.1 Are responsibilities clearly defined in all job descriptions? [Yes / No]

1.4.2. Do job descriptions include relevant legislated requirements? [Yes / No]

1.4.3 Have staff been informed of their responsibility to report hazards to the risk management person? [Yes / No]

1.4.4. Is there a written procedures for dealing with the reported hazards? [Yes / No]

1.5 Meetings

1.5.1. Are general meetings held with all staff in which the safety programme is a significant part of the agenda? [Yes / No]

1.5.2 Is there an adequate system to pass on information on identified risks./hazards to staff and students? [Yes / No]

1.6 Refusal to Work on Grounds of Hazard(s), Unsafe Acts or Unsafe Programmes

1.6.1. Is there an internal written procedure for allowing refusal to work situations? [Yes / No]

1.6.2 Are all levels of management and staff aware of refusal to work procedures? [Yes / No]

1.7 Reference Library

1.7.1. Are copies of all relevant legislation, codes of practice and related standards available and readily accessible for all? [Yes / No]

Training

2.1 Formal Initial Training

2.1.1. Are all board and management personnel given an orientation to the safety management programme? [Yes / No]

2.1.2. Are all school Staff given an initial training course in hazard identification and safety management of activities, programmes and facilities? [Yes / No]

2.2 Employee training

2.2.1 Has a list of skills required by staff to meet EOTC requirements been prepared? [Yes / No]

2.2.2 Does this skill inventory, to identify training needs take into account accepted minimum standards? [Yes / No]

2.2.3 Does the board allow time for employees to gain or update qualifications? [Yes / No]

2.2.4 Does the board offer financial support to employees carrying out training? [Yes / No]

2.2.5 Is the board aware of relevant staff safety training and experience? [Yes / No]

2.2.6 Does the board require staff to keep a log/register of personal and professional activities relating to Health and safety competencies? [Yes / No]

Hiring And Placement

3.1. Orientation

3.1.1 Is there adequate pre-placement assessment for new staff required to implement safety procedures? [Yes / No]

3.1.2 Check which of these are covered by an orientation programme:

- Safety management planning and reporting procedures [Yes / No]
- Emergency procedures [Yes / No]
- Board safety management policy [Yes / No]
- Legislative requirements [Yes / No]

Evaluation And Review

4.1 Systems, staff, activities, equipment, facilities and programme

4.1.1 Are planned evaluations conducted of:

- Safety and emergency systems [Yes / No]
- Staff competencies and preparedness [Yes / No]
- Safety management of activities [Yes / No]
- Hazard assessment of programmes [Yes / No]
- Hazard assessment of equipment [Yes / No]
- Hazard assessment of facilities [Yes / No]

4.1.2 Are checklists provided for people making assessments? [Yes / No]

4.1.3 Are substandard conditions and practices revealed classified as to hazard potential? [Yes / No]

4.1.4 Is a copy of the planned review given to the safety management person concerned for remedial follow-up? [Yes / No]

RESOURCES AND EQUIPMENT

Job Task Analysis And Procedures

5.1 Task Inventory

5.1.1 Is there an inventory of the safety management tasks for each activity or programme? [Yes / No]

5.1.2 Does the inventory identify specific staff responsibilities? [Yes / No]

Personal Protective Equipment

6.1. Standards

6.1.1 Is there a written policy on who is responsible for providing personal protective equipment? [Yes / No]

6.1.2 Does this policy identify minimum standards [Yes / No]

6.1.3 Is there a procedure for checking that this equipment is serviceable? [Yes / No]

6.1.4 Does the board contribute to replacement of this equipment? [Yes / No]

6.1.5 Is personal protective equipment available to all staff and pupils? [Yes / No]

6.1.6 Is proper training given and recorded of each employees use of this equipment? [Yes / No]

6.1.7 Is there assessment that equipment is being used correctly? [Yes / No]

First Aid

7.1 Facilities and Equipment

7.1.1 Are all first-aid facilities and equipment maintained to minimum standards? [Yes / No]

7.1.2 Is the number of first-aid units adequate? [Yes / No]

7.2 Qualified First-Aid Staff

7.2.1 Is a first-aid qualified person available for the full duration of the programme? [Yes / No]

7.2.2 Is there a policy requiring all staff in the field to carry a first-aid kit? [Yes / No]

7.2.3 Is there a minimum standard required of staff for first-aid training? [Yes / No]

Programme And Equipment Controls

8.1 Organisational Considerations

8.1.1 Is there a maintenance programme for all facilities and equipment owned and operated by the school? [Yes / No]

8.1.2 Does this programme meet the requirements of the Ministry of Education's Health and Safety Code of Practice? [Yes / No]

8.2 Programme Considerations

8.2.1 Does procedures exist to identify and minimise all potential risks and hazards? [Yes / No]

8.2.2 Does systems exist to pass on the knowledge of risks to further staff operating the programme? [Yes / No]

Environment

9.1 Planning

9.1.1 Is consideration given to: [Yes / No]
 Seasonal variation [Yes / No]
 An appropriate environment for the activities [Yes / No]
 Appropriate risk levels [Yes / No]
 Hazard identification [Yes / No]

9.1.2 Is there a document outlining known hazards? [Yes / No]

9.1.3 Is weather suitability ascertained beforehand?

9.1.4 Is there a site activities report system for each programme identifying accidents/near misses? [Yes / No]

9.1.5 Are programmes subject to seasonal changes? [Yes / No]

EMERGENCY

Accident/Incident Investigation

10.1 Accident/Investigation Procedure

10.1.1 Is there an accident/incident investigation procedure? [Yes / No]

10.1.2 Is the accident/incident procedure in writing? [Yes / No]

10.1.3 Is the safety management person included in the reporting and investigation procedures? [Yes / No]

10.1.4 Is there a Standard accident/incident report form? [Yes / No]

10.2 Scope of Accident/Incident Investigation

10.2.1 Does the investigation procedure require full assessment of the following with the results recorded on a standard report form?

- Personal defects [Yes / No]
- All non-disabling injuries [Yes / No]
- Disabling injuries [Yes / No]
- Fatalities [Yes / No]
- Equipment and/or property damage [Yes / No]
- Other related accidents/injuries [Yes / No]
- Weather at time of incident/accident [Yes / No]
- Time of day [Yes / No]
- Treatment received [Yes / No]
- Activity been undertaken [Yes / No]
- Where accident/incident occurred [Yes / No]
- Narrative of accident/incident [Yes / No]
- Analysis of accident/incident [Yes / No]

10.3 Remedial Follow-up Action

10.3.1 Is there a written procedure for ensuring that remedial actions, and follow-up of these actions are carried out as recommended in the investigation report? [Yes / No]

Emergency Preparedness

11.1 Planning

11.1.1 Is there a comprehensive emergency plan? [Yes / No]

11.1.2 Has a coordinator been appointed to administer the plan? [Yes / No]

11.1 Rules

11.2.1 Are there written safety rules for all employees? [Yes / No]

11.2.2 Have they been distributed and communicated to all? [Yes / No]

11.2.3 Is their adequate signage covering hazards? [Yes / No]

Accident/Incident Analysis

12.1 Injury and Illness Analysis

12.1.1 Are injuries and illnesses analysed? [Yes / No]

12.1.2 By the organisation as a whole? [Yes / No]

12.1.3 By management? [Yes / No]

12.1.4 By programme? [Yes / No]

12.1.5 By activity? [Yes / No]

12.1.6 By facility [Yes / No]

12.2 Reports

12.2.1 Are records maintained of each employee's exposure to accidents and incidents? [Yes / No]

12.2.2 Is there a central accident analysis file? [Yes / No]