

**MEMORANDUM TO PRINCIPALS
&
ALL STAFF ACCESSING MACHINERY**

SAFETY ALERT

DN/03/00527

Re: Machinery Accidents involving injury to hair and scalp.

Principals are required to provide a copy of this memorandum to all staff and ensure those using or supervising the use of machinery in school facilities implement the following advice.

There have been two recent incidents in secondary schools where students have suffered injury of hair and scalp when working with or in near proximity to operating machinery in school workshops. All staff are advised that safe procedures for the control of hair are to be implemented where students are working with or near machinery.

The attention of staff is to be drawn to the current DET policy regarding the use of Personal Protective Equipment which is set out in Section 1.9 of the *Chemical Safety in Schools* package, in particular:

1.9.1.4 Hair

Loose hair poses a significant hazard especially around machinery and in laboratories. It is essential that students and staff securely fix and confine hair (e.g. hair net) when working with machinery such as lathes or grinders, and in laboratories where naked flames are used. (This information replaces Safety Bulletin No 3, March 1983)

Where a student or staff member refuses to securely fix and confine hair where there is a risk of entanglement or ignition they must not work with or near the equipment or process causing the hazard.

Should you wish to discuss this matter further please contact Alan Smith, Manager Compliance and Energy of Properties Directorate on Ph: 9561 8956 or Jill Charters, A/Manager Injury Prevention of the OHS&R Unit on 9266 8925.

Mike Cush
R/General Manager of Properties
14 November 2003