World Health Organization
“International Safe School” Designation

Joseph KWAN
School of General Nursing
Grantham Hospital
HKWC, Hospital Authority

2014 HA Convention
風馬牛不相及
how
where
when
who
why
what
where

who
• A gazette school of the Nursing Council of Hong Kong (NCHK)

• Two-year full-time Enrolled Nurse (General) Training Program

• About 200 students average age ~23

• 7 teaching staff 2 clerical staff 1 supporting staff
What is a Safe School?

Safe Community

Safe School
Safe Community- initiated by WHO

• to build on the existing structures and organizations within a local district

• people can live, work and play safely and healthily

• partnership between private and public sectors

• improved productivity and profit

• entire community would gain with a less costly health care system and reduced social cost
9 out of the 18 Districts in Hong Kong had obtained the Safe Community Designation
Safe School - The Concept

- under the framework of the World Health Organization (WHO) Safe Community initiative

- to apply the **best practices** of proven injury prevention programs to **protect the safety and health** of teachers, staff, students and visitors within the school environment

- a safe school environment can **foster safety awareness** among students during their school life

- help planting the seed of a **positive safety culture** in the profession and community as a whole

Modified from International Safe School program guideline 2009
International Safe Schools Criteria (1)

1. A partnership and collaborative based school infrastructure governed by teachers, staff and students /graduates responsible for safety promotion in school

2. Clear safe school policies initiated by school the management

3. Long-term, sustainable operational programs to promote and implement school safety

Modified from International Safe School program guideline 2009
International Safe Schools Criteria (2)

4. Programs that target on high-risk groups and environmental concerns

5. Accident/incident reporting and analysis mechanism

6. Mechanisms to evaluate safety policies, programs, processes and the effects of change

7. Community relationship and experience sharing in Safe Schools Networks at local, national and international levels

Modified from International Safe School program guideline 2009
### Global Distributions of International Safe Schools

(Source: Karolinska Institutet, WHO Collaborating Centre on Community Safety Promotion 1/2014)

<table>
<thead>
<tr>
<th></th>
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<tbody>
<tr>
<td>Argentina</td>
<td>5</td>
<td>Peru</td>
<td>3</td>
</tr>
<tr>
<td>Austria</td>
<td>1</td>
<td>Poland</td>
<td>1</td>
</tr>
<tr>
<td>Chili</td>
<td>2</td>
<td>Taiwan</td>
<td>86</td>
</tr>
<tr>
<td>Columbia</td>
<td>5</td>
<td>Serbia</td>
<td>1</td>
</tr>
<tr>
<td>Czech Republic</td>
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<td>Thailand</td>
<td>5</td>
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<td>Hong Kong</td>
<td>14</td>
<td>USA</td>
<td>1</td>
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<td>Israel</td>
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<td></td>
<td></td>
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<tr>
<td>Japan</td>
<td>18</td>
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<td></td>
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<tr>
<td>Korea</td>
<td>6</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Malaysia</td>
<td>1</td>
<td></td>
<td></td>
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<tr>
<td>New Zealand</td>
<td>7</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(Source: Karolinska Institutet, WHO Collaborating Centre on Community Safety Promotion 1/2014)
The HK Occupational Safety & Health Council

• 2000 - 6th World Health Organization “Affiliated Safe Community Supporting Centre”

• 2009 - World Health Organization “International Safe School Certifying Centre”

International Safe Schools Program Guide
<table>
<thead>
<tr>
<th>Areas on Focus</th>
<th>2011</th>
<th>2012</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Labor Department Hong Kong</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Occupational injury in all workplace</td>
<td>40578</td>
<td>39907</td>
</tr>
<tr>
<td>Type of injury (%) in term of Manual Handling Operations (MHO)</td>
<td><strong>22.7%</strong></td>
<td><strong>21.3%</strong></td>
</tr>
<tr>
<td><strong>Public Hospitals in Hong Kong</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total no of Injury on Duty (IOD)</td>
<td>3504</td>
<td>3513</td>
</tr>
<tr>
<td>Manual Handling Operations (MHO) related injury (by %)</td>
<td><strong>23.6% (827)</strong></td>
<td><strong>21.09% (741)</strong></td>
</tr>
</tbody>
</table>

Source: Labor Department 2013
Integrated WalkRounds in one of the HKWC Hospitals

Jan 2013 to Dec 2013
clinical & non-clinical area
~ 600 issues identified
~ 600 issues identified

- Medication safety
- Data privacy
- Occupational safety & health
- Infection control
- Housekeeping & environmental security
Take a step forward
Think safety, act safely
Think safety, act safely

Our Belief
Our Belief

Learn
By self, with others, teaching as learning
Our Belief

- Care
- Learn
- By Self, With Others, Teaching as Learning

For Self, For Others, For Property, For Environment
We care today, they care tomorrow
Start Safe
Study Safe
Graduate Safe
Practice Safe
Promote Safe
Our Belief

For Self, For Others, For Property, For Environment

With Team, With Counterparts, With Community

By Self, With Others, Teaching as Learning

Health & Safety

Staff Engagement
how
The Validation Process

1. Submission of application

2. Formation of the Safe School Steering Committee
The Safe School Steering Committee
Terms of Reference

• assist school management to review safety & health issues

• promote safety awareness among colleagues

• coordinate safety & health related programmes in school

• investigate & make recommendations on safety & health related incidents
Organizational Structure of the Safety School Steering Committee

- School Principal
- Safety School Steering Committee
  - Safety Warden
    - Manual Handling Operations (MHO)
    - Display Screen Equipment (DSE)
    - Fire Safety
    - Infection Control
    - Safety & Risk Management activities
      - Student / Graduates representatives
      - Clerical and Supporting staff representatives
The Validation Process

3. Development of safe school policy and long term sustainable safety and health programs in accordance with the 7 International Safe Schools Criteria
   • Submission of proposal

4. Implementation with periodic evaluations of the programs
   • Participation in safe and health promotion activities for experience-sharing and benchmarking
School of General Nursing
Grantham Hospital, Hong Kong West Cluster

Occupational Safety & Health and Environmental Protection Policy Statement

Dear Colleagues,

The goal of this Policy is to promote trusting and harmonious relationship between the School, staff, students and the community as a whole for preventing, reducing and eliminating incidents related to safety & health and explicit or implicit challenges to their safety, physical and psychological well-being or health.

To achieve this goal, the School is committed to:

(1) Promote mutual trust, respect and harmony between staff, students and the community;

(2) Promote the wellbeing of staff and students;

(3) Booster care and support for staff and students;

(4) Provide a safe, secure and friendly environment;

(5) Provide staff and students with relevant information, support measures and training to effectively manage incidents related to safety and health; and

(6) Provide prompt incident response support and effective post-incident interventions.

Joseph KWAN
School Principal
May 2013
香港醫院管理局
港島西聯網
葛量洪醫院普通科護士學校

安全學校計劃書

2012年11月初稿 / 2013年8月完稿
# Training Need Analysis & Training Plan per Individual Staff Group

<table>
<thead>
<tr>
<th>Training Area</th>
<th>School Principal</th>
<th>Teaching Staff</th>
<th>Clerical Staff</th>
<th>Supporting Staff</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fire safety</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Infection Control</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Personal Protective Equipment</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Manual Handling Operations</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Prevention of Occupational diseases</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Display Screen Equipment</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Handling of Sharps</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Patient Care Equipment Safety</td>
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<tr>
<td>Chemical Safety</td>
<td></td>
<td></td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Biological Safety</td>
<td></td>
<td></td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>Work at Height</td>
<td></td>
<td></td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>Workplace Violence</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
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</tbody>
</table>
## Extract of Safety Plan & Targets 2012/2013 (as at October 2013)

<table>
<thead>
<tr>
<th>Responsible Person</th>
<th>Plan</th>
<th>Targets</th>
<th>Expected Completion Date</th>
</tr>
</thead>
</table>
| **Members of Safety School Steering Committee** | To lead school to be recognized to international safety school standards | 1. To set up the Safety School Steering Committee by 3Q/2012  
2. To obtain the “International Safe School” designation by end of 2013  
3. To complete the school safety handbook (15 chapters) by end of 2013 | 1. Committee was set up in Sep 2012  
2. in progress  
3. Completed in Sep 2013 |
| **Members of Safety School Steering Committee / teaching staff** | Strengthening of OSH standards of school staff | To second nurse to OSH Centre/HKEC for sharing to improve OSH standards of school in 2013 | 2 nurse educators had Completed the sharing in Sep 2013 |
| **All school staff and class coordinators** | School staff and students should complete the Fire Ambassador Programme organized by the Fire Services Department | 1. All school staff should complete the Fire Ambassador /trainer training in 2013  
2. To include the Fire Ambassador Training Programme in the inter-block educational activity | 1. All school staff had completed the training in 2Q/2013  
2. Student training In progress |
| **Members of Safety School Steering Committee** | Setting up of OSH/infection control Information Corners | To set up the OSH Corner in school library | Completed in 1Q/2013 |
Schedule of Health Talks for Nursing School in 2013

Theme of the year –
“Increase MHO & Safety Awareness to DSE Users”

<table>
<thead>
<tr>
<th>Time</th>
<th>Topics of Health Talk from 2013</th>
</tr>
</thead>
<tbody>
<tr>
<td>1Q</td>
<td>Work related Musculoskeletal Disorders WMSD(s)</td>
</tr>
<tr>
<td>2Q</td>
<td>Work related Repetitive Strain Injury (RSI)</td>
</tr>
<tr>
<td>3Q</td>
<td>Posture at work &amp; relaxation exercises in office</td>
</tr>
<tr>
<td>4Q</td>
<td>Visual fatigue related to DSE &amp; exercise for visual comforts</td>
</tr>
</tbody>
</table>
The teaching team - from the eyes of students
PPE corner in practical room

OSH & Infection control corner in school library
Who International Safe School

Grantham Hospital / HKWC
Who International Safe School

Grantham Hospital / HKWC
2013 INTERNATIONAL NURSES Day Celebration Dinner
2013國際護士節慶祝晚宴
Who International Safe School
Who International Safe School

2014年世界衛生日
健康龍城嘉年華「病媒傳播的疾病」
健康龍城人人愛
蚊叮蟲咬要提防

Grantham Hospital / HKWC
Who International Safe School
The Validation Process

5. Submission of designation report with supporting documents to WHO

6. Conduction of on-site verification assessment
School of General Nursing
Grantham Hospital Hong Kong

DESIGNATION REPORT

Submit to
The Occupational Safety and Health Council
for application of
WHO “International Safe School” Designation

October 2013
1st site visit

Submission of application form

Initial visit & discussion

Submission of draft proposal
Confirmed award of ISS Designation
Signing Ceremony of the “International Safe School Agreement” on 14th March 2014
International Safe School Agreement

between

Occupational Safety and Health Council

in its capacity as an International Safe School Certifying Centre to

World Health Organization Collaborating Centre on
Community Safety Promotion, Karolinska Institutet, Sweden

and

School of General Nursing
Grantham Hospital, Hospital Authority

to

Implement an on-going program of injury control and safety promotion. This initiative will cover the whole school community including students and staff in the school environment. The parties agree to document and evaluate their efforts. They further agree to actively spread their experiences locally, nationally and internationally.

14 March 2014
Hong Kong SAR, China

I. Conrad Wong Tin-cheung, BBS, JP
Chairman
Occupational Safety & Health Council
Hong Kong SAR, China
International Safe School Certifying Centre

Joseph Kwan
School Principal
School of General Nursing
Grantham Hospital, Hospital Authority
Valid for 5 years then re-validation
List of International Safe Schools in Hong Kong

<table>
<thead>
<tr>
<th>No.</th>
<th>Name of School</th>
<th>Validity</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Hong Kong Sheng Kung Hui Tung Chung Nursery School</td>
<td>2009-2014</td>
</tr>
<tr>
<td>3.</td>
<td>HKFHW Wong Cho Bau School</td>
<td>2010-2015</td>
</tr>
<tr>
<td>4.</td>
<td>Po Leung Kuk Mr. &amp; Mrs. Chan Pak Keung Tsing Yi School</td>
<td>2011-2016</td>
</tr>
<tr>
<td>5.</td>
<td>Hong Kong Sze Yap Commercial and Industrial Association Nam Chong Memorial School</td>
<td>2011-2016</td>
</tr>
<tr>
<td>6.</td>
<td>Hong Kong Sheng Kung Hui St. Nicholas’ Nursery School</td>
<td>2012-2017</td>
</tr>
<tr>
<td>7.</td>
<td>Hong Kong Sheng Kung Hui St. Simon’s Leung King Nursery School</td>
<td>2012-2017</td>
</tr>
<tr>
<td>8.</td>
<td>Hong Kong Sheng Kung Hui St. Simon’s Tai Hing Nursery School</td>
<td>2012-2017</td>
</tr>
<tr>
<td>9.</td>
<td>Hong Kong Sheng Kung Hui St. Thomas’ Child Care Centre</td>
<td>2012-2017</td>
</tr>
<tr>
<td>10.</td>
<td>Ling Liang Church E Wun Secondary School</td>
<td>2012-2017</td>
</tr>
<tr>
<td>11.</td>
<td>Tung Wan Group of Hospitals Lions Club of Metropolitan Hong Kong Kindergarten</td>
<td>2013-2018</td>
</tr>
<tr>
<td>12.</td>
<td>School of General Nursing, Grantham Hospital, Hospital Authority</td>
<td>2013-2018</td>
</tr>
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- **12th International Safe School**
- **1st healthcare educational institution**
Our Responsibilities & Commitments

| Experience sharing | • local  
<table>
<thead>
<tr>
<th></th>
<th>• international</th>
</tr>
</thead>
</table>
| Promotion to society | • community  
|                    | • institutions |
| Promotion to professions | • healthcare  
|                        | • educational |
This step is a great challenge to us...

... with joyful & hard times, but is worth
Happy Staff
Healthy Staff
A Committed Team
Special thanks to...

Class 1210

Class 1302

Class 1310

Class 1402
Planting the seeds for a better tomorrow is our mission
Staff wellness, competency & commitment are our concerns

Thank You!