**Ceiling Fans in Schools**

**April 2013**

**Issue/Incident**:

* A student was injured by a ceiling fan that fell during operation. The blade of the fan struck the student resulting in a laceration to the head.

**Factors/Risks to Consider:**

* The fan was attached to the steel ceiling beam with self-drilling screws which were not suitable for the purpose resulting in the fan falling.
* The excessive length of cable attached to the fan allowed it to fall and strike the student seated below.
* The workplace did not have an established inspection and preventative maintenance program for fixtures and fittings, including ceiling fans.

**Recommendations:**

* Ensure that fans are securely attached to ceiling beams using a nut and bolt system.
* Ensure appropriate length of cable is used to suspend fan from ceiling.
* Each school must utilise the DEECD [School Maintenance System](http://prms21.eduweb.vic.gov.au/Home/) for ongoing inspections and preventative maintenance of facilities.
* Ensure annual workplace inspections are scheduled into the [OHS Activities Calendar](http://www.education.vic.gov.au/Documents/school/principals/governance/ohsactivitiescalendar.xlsx).
* Ensure regular inspections of all ceiling fans are conducted using the [Workplace Inspection Checklist.](http://www.education.vic.gov.au/Documents/school/principals/governance/workplaceinspectionchecklist.xls)

Further Information:

Further information can be obtained from DEECD’s [Health, Safety and WorkSafe](http://www.education.vic.gov.au/school/principals/governance/Pages/healthworksafe.aspx) website or by contacting the DEECD OHS Advisory Service on **1300 074 715** or email**safety@edumail.vic.gov.au** **.**