



St Mary's Primary School Grafton Work Health and Safety



School Commitment

St Mary's Primary School is committed to protecting the health and safety of all members of our school community. Injury and illness are needless, costly and preventable. Our school will consult our employees in implementing safe practices and systems that will ensure the health, safety and welfare of all. Employee involvement at all levels is critical for ensuring a safe workplace.

A WHS committee and WHS Representatives have been established to promote safety and health in the workplace.

WHS Representative and WHS Committee

The WHS Representatives for St. Mary's Primary School are Tarnya Jones (employer representative), Peter Tonkin and Lisa Kelly (employee representatives). They have been nominated in accordance with the procedures agreed between the Employer and employees for a 2-year term.

In response to WHS 2011 the WHS Representatives will participate in:

- Consultation with employees and the employer
- Identifying ways to improve the WHSMS through risk management techniques
- Suggesting corrective actions
- Reviewing hazard recording systems
- Analyzing accident/incident statistics
- Conducting periodic workplace inspections
- Making recommendations for WHS training
- Inspecting areas of concern
- Reviewing safe work practices
- Reviewing complaints from employees
- Reviewing recommendations to resolve problems
- Request investigation by an inspector if necessary.

The WHS committee is made up of Ms Jacki Moore, acting school principal, Ray Aspinall, parish maintenance and the WHS representatives.

The role of the committee is to:

- Develop and monitor safe work practices and systems
- Discuss issues that affect the health, safety and welfare of all employees
- Ensure the employer will respond to the committee's recommendations within a timeframe agreed by the committee set according to the particular issue and its complexity.
- Make regular inspections of the school addressing the long term issues
- Consult and assist representatives with reference to the above points

How Employees Will Be Consulted About WHS

Employees should raise WHS Issues via the Risk Management Maintenance Register (found in the office). For urgent issues the Register should be written up and handed to a Representative. Non urgent issues should be written up in the Register.

When a WHS issue is raised by the employer, an employee or the WHS Reps, the WHS Representative will consult members of staff at the next staff meeting. The WHS Representative will also inform the staff of the outcomes of WHS Committee actions.

Review of Consultation Arrangements

It has been agreed by the staff of St Mary's during a staff meeting in Term 1 2016 that these WHS consultation arrangements will be monitored and reviewed on an on-going basis to ensure that consultation with all employees is effective and that all safety issues are being addressed.

Signed:

Acting Principal, St Mary's Primary School, Grafton

Date:

WHS issue identified

Urgent

Risk Management report filled in and Given to a Representative who seeks appropriate assistance.

Non-urgent

Issue is written in the Register and reviewed by the Representatives before the staff meeting.

Information is shared in the staff meeting and staff are asked to give feedback.

Information sharing

Ongoing

Identify topics to discuss.
Setup timetable for year.

New

Policy and Procedures ?

Develop overview and give to Staff along with all information.

Followup at next meeting