

WHS Management Action Plan

Health and Safety Directorate



School	WARNERS BAY HIGH SCHOOL	Date of review	March 2020		
WHS Standards		Action required by school			
		Priority (High, Medium, Low)	Responsibility	Due date	Date completed
1. Policy and commitment	a) Check WHS Noticeboard for compliance documentation	Medium	WHS Committee	Term 1 Week 5	Term 1 Week 7
	b) Revise local induction materials for staff	High	Principal HT Tch & Learn	Term 1 Week 2	Term 1 Week 2
	c) Ensure School website has WHS Policy Poster	Medium	Principal BM	Term 1 Week 11	Term 1 Week 6
2. Management responsibility	a) Complete WHS Self-Assessment Tool	High	WHS Committee BM	Term 1 Week 7	Term 1 Week 7
	b) Complete WHS Management Action Plan and submit to Director for signature	High	Principal	Term 1 Week 8	Term 2 Week 1
	c) WHS Management Action Plan to be communicated to all staff (Agenda/Minutes kept in Folder of Evidence)	High	Principal	Term 1 Week 10	

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3. Planning process	a) Undertake Workplace Inspection: Semester #1	High	WHS Committee	Term 2 Week 3	
	b) Undertake Workplace Inspection: Semester #2	High	WHS Committee	Term 4 Week 6	
	c) Emergency Management Plan (EMP) to be revised for 2020 and uploaded to ICE	High	Principal WHS Committee	Term 2 Week 3	
	d) Revise EMP procedures with all staff (Keep agenda/minutes in FoE)	High	Principal	Term 1 Week 2	
	a) Emergency Drills to be completed / evaluated and updated in ICE: - Term 1: Evacuation Drill - Term 2: Lockdown Drill - Term 3: Evacuation Drill - Term 4: Lockdown Drill	High	WHS Committee	Term 1 Week 11	
		High	WHS Committee	Term 2 Week 7	
		High	WHS Committee	Term 3 Week 4	
f) WHS Management Action Plan to be included on School Executive Meeting Agenda each School Term.		High	WHS Committee	Term 2 Week 7	
		High	Principal Executive	Term 1 Week 9 Term 2 Week 10 Term 3 Week 10 Term 4 Week 5	On agenda for Term 2 Week 4

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4. Consultation	a) Update School's WHS Consultation Statement to reflect the consultation arrangements that are in place and display statement on WHS Noticeboard.	High	Principal	Term 2 Week 2	
	b) Update names of HSR and/or WHS Committee on WHS Noticeboard.	High	WHS Committee	Term 2 Week 3	
	c) If WHS Committee established, consultation meetings to be held each Term. Agenda and minutes to be taken, circulated to all staff and kept in FoE	Medium	WHS Chairperson	Term 1 Week 9 Term 2 Week 2 Term 3 Week 3 Term 4 Week 3	Term 1 Week 7
5. Risk management	a) Remind staff of Hazard Reporting Procedures.	Medium	WHS Committee	Term 2 Week 3	
	b) Health Care Plans (including ASCIA Plans) to be updated for all students diagnosed with anaphylaxis and communicated to staff (including temporary/casual).	High	Principal First Aid Officer HT Welfare	Term 1 Week 8 Ongoing	Ongoing throughout year
	c) All Epi-pens to be checked, expiry dates documented and all Epi-pens stored with current ASCIA Plans (Students) & Instruction Sheet for use with General Use Epi-pen.	High	Principal First Aid Officer	Term 1 Week 8 Ongoing	Ongoing throughout year

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d) Revise/update Risk Management Plans for School excursions (inc. sport activities)	Medium	WHS Committee	Term 4 Week 3	Ongoing throughout year
e) Revise Risk Management Plan for 'Allergens in the Workplace' and communicate to staff	Medium	WHS Committee	Term 3 Week 1	
f) Complete checklist for Use of Hazardous Substances.	Medium	WHS Committee Site Supervisor	Term 2 Week 6	Term 1 Week 8
g) Chemical Stocktake to be undertaken/completed.	High	WHS Committee Site Supervisor	Term 2 Week 6	Term 1 Week 9
h) Chemical Register to be reviewed/updated annually and as required when new chemicals are introduced to the workplace.	High	WHS Committee HT Science Site Supervisor	Term 2 Week 6	Ongoing throughout year
i) Safety Data Sheets (SDS) to be reviewed/updated annually and as required when new chemicals are introduced to the workplace.	Medium	WHS Committee HT Science Site Supervisor	Term 2 Week 8 Ongoing	Ongoing throughout year

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6. Procurement, maintenance and repairs	a) Review purchasing procedures with appropriate staff to ensure mandatory procedures are followed.	Medium	BM/SAM	Term 1 Week 8	
	b) Ensure equipment inspection/maintenance schedule is in place	Medium	WHS Committee	Term 3 Week 5	
	c) Review Personal Protective Equipment (PPE) required by staff.	Medium	WHS Committee	Term 4 Week 8	
	d) Review Safe Operating Procedures (SOP) for necessary equipment with staff	Medium	WHS Committee	Term 4 Week 8	
7. Information, instruction and training	a) Set up process for all new staff (including temporary/casuals) to undertake the WHS Induction E-Learning Module and provide a copy of certificate for training register.	High	Principal HT Tch & Learn	Term 1 Week 2	Term 1 Week 2
	b) Ensure CPR training has been arranged for staff (annually) and training records kept	High	Principal	Term 1 Week 7	Suspended in 2020
	c) Review Training Register to ensure all staff have undertaken e-Emergency Care 3-yrly	High	Principal	Term 1 Week 6	Term 1 Week 6
	d) Review the e-safety system to ensure all staff have undertaken the updated Anaphylaxis Training course (including temporary and casual staff)	High	Principal	Term 1 Week 8	Term 1 Week 8 Ongoing throughout year

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8. Student, contractor and visitor safety	a) Revise/update Risk Management Plans for all school excursions (including sport activities).	Medium	WHS Committee	Term 4 Week 3	
	b) Risk Management Plans are developed and reviewed in regard to student supervision/behavior: Semester #1	Medium	Deputy Principals HT Welfare	Ongoing	
	c) Risk Management Plans are developed and reviewed in regard to student supervision/behavior: Semester #2	Medium	Deputy Principals HT Welfare	Ongoing	
	d) Review all Contractor Induction/Management processes in line with new procedures on WHS Intranet site	Medium	WHS Committee SAM	Term 2 Week 5	Ongoing throughout year
	e) Visitor Register to be reviewed.	Medium	WHS Committee SAM	Term 2 Week 5	Ongoing throughout year

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9. Injury treatment and management	a) Review, update and display First Aid Plan on WHS Noticeboard.	High	WHS Committee	Term 1 Week 7	Term 1 Week 7
	b) All General Use Epi-pens have been checked, expiry dates documented and stored with Instruction Sheet for use in First Aid Kits.	High	First Aid Officer HT Welfare	Term 1 Week 7	Term 1 Week 7
	c) Ensure Trainer Epi-pens are stored separately from student and general use pens	High	First Aid Officer HT Welfare	Term 1 Week 8	Term 1 Week 8
	d) Employee Assistance Program (EAP) information communicated to all staff and brochures available in staff room.	Medium	WHS Committee	Term 1 Week 2	Term 1 Week 2
	e) WorkCover "If you get injured at work" poster is displayed on WHS Noticeboard	Medium	WHS Committee	Term 1 Week 7	Term 1 Week 6
	f) Defibrillator checked on a regular basis as per Defibrillator Management Plan	High	WHS Committee BM	Term 1 Week 7	Term 1 Week 7 Ongoing throughout year
10. Incident reporting, investigation, analysis and review	a) Incident and Injury Reporting processes provided to all staff.	Medium	WHS Committee SAM	Term 1 Week 8	Term 1 Week 8
	b) Review Incident Reports and First Aid Treatment Register at Committee meeting to determine necessary remedial action continued	Medium	WHS Committee	Term 1 Week 7 Term 2 Week 10 Term 3 Week 10 Term 4 Week 10	Term 1 Week 4
	c) Revise Register of Injuries.	Medium	WHS Committee	Term 2 Week 10	

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11. Measuring and evaluating WHS performance	a) WHS Committee to review document (meeting minutes) discussion on local WHS trends	Medium	WHS Committee	Term 1 Week 7 Term 2 Week 10 Term 3 Week 10 Term 4 Week 10	Term 1 Week 7 Term 2 Week 2
	b) Audit actions completed within timeframe	Medium	Principal / BM	Term 2 Week 6	
	c) Regular evaluation of local management plans (risk management plans, emergency management plans special activities and principal endorsed activities) in accordance with guidelines and local requirements (in liaison with local authorities where applicable)	Medium	Principal WHS Committee	Term 2 Week 10 Term 4 Week 10	
	Name: Mr Marcus Neale Principal			Signature: <i>[Signature]</i>	Date: 5/5/20
Name: Ms Louise Gallagher Director, Educational Leadership			Signature: <i>[Signature]</i>	Date: 25/05/2020	

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