

WHS consultation statement for Warners Bay High School 2020

The Commitment

Warners Bay High School is committed to protecting the health, safety and wellbeing of all our employees and others undertaking work such as volunteers and contractors. Our school will consult with its employees and others undertaking work in implementing safety practices and systems. The involvement of employees at all levels and of others undertaking work such as volunteers and contractors is critical for ensuring a safe workplace.

The consultation arrangements have been established to enable effective consultation to occur and to promote safety and health at Warners Bay High School.

Consultation Arrangement

Warners Bay High School has a Health and Safety Committee as its principle means of consultation in the school.

The school also has agreed informal procedures to ensure that those who do not have ready access to the HSR or Committee are still involved in consultation and information sharing.

Health and Safety (HS) Committee

- Actively work in conjunction with management to make recommendations to improve health and safety in the workplace.
- Meet regularly with management to resolve issues and disputes in a timely manner.
- Meet once a term to discuss Work Health & Safety matters (other meetings may be called if required for specific issues).
- Publish minutes of their meetings on Sentral
- Attend risk management meetings as required.

At our staff meeting on 22nd February 2016 we agree to have three workgroups representing all employees of the NSW Department of Education and Communities at Warners Bay High School – these being staff (4 members), non-teaching staff (3 members) and executive (1 member).

Workgroup

Teaching Staff

Current Representative

Mr Kai Bruce (chairperson)

Ms Tamara Goldfinch

Mr Oliver Steel

Ms Liza Moss

Non-Teaching Staff

Mrs Jody Blake, SAO

Mr Michael Turton, Site Supervisor

Mrs Julie Cupitt, Business Manager

Executive

Ms Amanda Lawler, Deputy Principal

The length of term of the WHS Representative is two years. Elections will be held after two years for new WHS Representatives. ***(Please note that due to COVID-19, elections for 2020 were unable to be held. All members of the committee have agreed to remain on the WHS Committee for 2020 until elections can be held).***

Workplace Health & Safety Committee

Consultation on WHS matters is also to occur as part of daily work activities within faculties, between staff and with supervisors, in particular when planning and implementing new work systems and practices.

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The abovementioned WHS representatives together with the employer representative (Mr Marcus Neale) will form the WHS Committee. The committee will meet at least once a term to discuss WHS issues.

How employees and others undertaking work will be consulted about health and safety

When a WHS issue is raised the WHS representatives will consult with relevant staff. The WHS representatives will also feed back to their representative groups the outcomes of the WHS Committee Meetings. Consultation methods will include: WHS noticeboard flyers (staff common room), in addition to staff meeting agenda items listed for discussion. The WHS consultation arrangements will be publicised among existing and new employees. Email contact with all staff will facilitate communication back to staff

Work Health and Safety Chairperson

- Conduct WHS safety meetings as required.
- Provide regular feedback to staff at staff meetings.
- Provide minutes on Sentral.
- Prepare, in conjunction with the Principal, Warners Bay High Emergency Management Plan.

Deputy Principals, Head Teachers, School Administrative Manager

- Are committed to Workplace Health & Safety.
- Shall ensure that adequate job training and all necessary WHS and rehabilitation information is provided, to enable staff to perform their tasks in a safe and healthy manner.
- Shall ensure that all accidents, near misses and work-related illness are reported.
- Shall facilitate a supportive work environment for injured employees.

School Administration Manager, Principal or Delegate

In addition to the above:

- Examine all accidents, near misses and work related illness for trends and patterns of frequency and type.
- Undertake regular Workplace Health & Safety and rehabilitation program reviews.

Employees

Are expected to willingly co-operate to maintain a safe and healthy working environment throughout the school and encourage other employees to follow safe work practices.

All employees have a collective and individual responsibility for workplace safety. If unable to resolve issues themselves, staff should raise any hazards or health and safety concerns with their supervising Head Teacher, Deputy Principal, School Administrative Manager or WHS representative so the issue can be properly addressed. Issues not resolved by the manager or supervisor should be raised with their WHS representative.

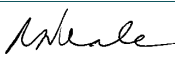
Students, visitors and contractors

Are expected to comply with the safety standards of the school.

Review of consultation arrangements

This consultation statement to be reviewed the first staff meeting of Term 1 2021.

It has been agreed by the school that these WHS consultation arrangements will be monitored and reviewed on an ongoing basis to ensure that consultation with all employees and others undertaking work is effective and that all safety issues are being addressed.

Principal: <i>Mr Marcus Neale</i>
Signed: 
Date: 11.05.2020