

# WHS consultation statement for Kanahooka High School

## **The Commitment**

*Kanahooka 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 Kanahooka High School.*

## **Consultation Arrangement**

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

## **Health and Safety (HS) Committee (select where appropriate and amend as required)**

*The HS Committee consists of seven members (5 representatives of employees and others undertaking work and two employer representatives, the (Principal and Business Manager). The size of the committee was agreed as part of the consultation process.*

*The employees undertaking work members of the Committee are selected from each of the following groups (select appropriate groups for other workplaces):*

1. Teaching staff – TAS
2. Teaching staff – all other areas
3. SASS staff

*The committee members are Grant Knowles (HT HSIE), Tony Panecasio (HT Teacher & Learning), Carlie Lucas, Kathleen Sammut (Teacher representatives) and Vera Rupa (SASS staff representative). The Health and safety representative is Grant Knowles. The Chairperson is Christine Toohey. The employer representative Suzanne Richards (Business Manager).*

*The HS Committee meets during the year to discuss issues. Staff meetings also address WHS issues that arise.*

*The HS Committee will assist with the development and monitoring of safe work practices and systems for managing health and safety and discuss issues that affect the health, safety and wellbeing of all employees and others undertaking work at school. The committee will review incident investigations and risk management in consultation with the group they represent. The school will respond to HS Committee recommendations within a reasonable period of time, obtaining advice and assistance from appropriate state office staff including WHS Consultants.*

## **Agreed Informal Procedures**

*Health and safety issues can be raised at staff meetings twice a week, faculty meetings and discussed at executive meetings weekly. In these meetings anyone can raise a health and safety issue concerning them, and the*

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*Principal/workplace manager or other manager holding the meeting invites health and safety issues to be raised, discusses solutions and informs staff about health and safety matters.*

*In addition, employees and others undertaking work are directly consulted about health and safety matters concerning them.*

*Where it is not possible to hold a meeting to discuss a health and safety matter, the Principal or their delegate sends out an email (or other communication) and seeks feedback. All employees and others undertaking work participate in health and safety matters. All documentation is updated onto the server and Sentral.*

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

*All employees and others undertaking work have a collective and individual responsibility for workplace safety. If unable to resolve issues by themselves, staff should raise any hazards or health and safety concerns with their supervisor or manager so the matter can be properly addressed. Matters not resolved by the supervisor or manager should be addressed through the Department's WHS Issue Resolution Procedures by raising it with their Principal/workplace manager.*

*Consultation on health and safety matters is also to occur as part of daily work activities, between employees and others undertaking work and supervisors, in particular when planning and implementing new work systems and practices. When a health and safety issue is raised, the workplace manager consults with the relevant employees and others undertaking work.*

*Consultation methods will include noticeboard flyers, electronic correspondence and staff meetings used for discussion. Consultation arrangements will be publicised among existing employees, new employees and others undertaking work at the workplace.*

*Consultation arrangements will be used to assist the Principal/workplace manager consult with those who do not have ready access, particularly volunteers and contractors who have an ongoing work role at the school. Specifically, as they are a regular source of volunteers, and as an organisation with shared health and safety responsibilities, the Principal (or delegate) will attend P&C meetings to consult on health and safety matters. Cleaners will communicate via a "Cleaner's book", and if requested, a meeting can be organised through the Business Manager to discuss issues of concern. The Business Manager will also meet with canteen staff at least twice a year, and more often on request. Communication may also be face to face, by email, fax or through the school's newsletter.*

## **Review of consultation arrangements**

*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.*

<b>Name:</b> Principal / Workplace Manager	SUZANNE RICHARDS
<b>Signed:</b>	
<b>Date:</b>	19 March, 2020