



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 Work Health and Safety Committee as its principle means of consultation in the school.

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

Work Health and Safety (WHS) Committee

The WHS Committee consists of five members (4 representatives of employees and others undertaking work and one employer representative, the Principal). The size of the committee was agreed as part of the consultation process

The employees who are working members of the WHS Committee are selected from each of the following groups:

1. Executive staff (Chairperson)
2. Teaching staff
3. SASS staff

The employee members may self-nominate/volunteer to be on the WHS Committee. Where there is more than one person interested in a position, an election is to be held at a staff meeting.

Members have a 3 year term, however they may resign at any time and they may stand for another term. Committee members will receive training and instruction in work health and safety, including consultation, through on-line e-learning and from the employer representative and/or from others such as the local WHS Consultant. The Principal or their delegate is responsible for organising the training and instruction in consultation with the Chairperson.

The committee members are Christine Toohey (Executive staff representative), Ross Tanswell and Grant Knowles (Teacher representatives) Vera Rupa (SASS staff representative). The Chairperson is Christine Toohey. The employer representative is Peter Jones (Principal).

The WHS Committee meets eight times a year or twice per term usually on the same day as the P&C meeting. If an urgent WHS issue arises between meetings, then an extraordinary meeting will be held.

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

How employees and others undertaking work will be consulted about work 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 Work Health and Safety representative.

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 work health and safety issue is raised, the WHS Committee will consult with the relevant employees and others undertaking work.

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

Staff will be invited to submit agenda items prior to each WHS Committee meeting. The WHS Committee will report to staff on the outcomes of WHS Committee meetings. Minutes will be taken by a committee member and all staff will have access to the minutes via noticeboard flyer and email.

Alternative consultation arrangements will be used to assist the Principal consult with those who do not have ready access to the WHS Committee, particularly volunteers and contractors who have an ongoing work role at the Kanahooka High School. The Principal (or delegate) will, on invitation, attend P&C meetings to consult on work health and safety matters. Cleaners will communicate via the "Cleaner's Communication book", and if requested, a meeting can be organised through the Principal (or delegate) to discuss issues of concern. The Principal (or delegate) will request to meet with canteen staff at least twice a year, and more often on request during WHS Committee meetings. These will be the first WHS meeting of Term 1 and Term 3. Communication may also be face to face, by email, at staff meetings, morning briefings and executive meetings or through the Kanahooka High School newsletter.

Establishment of consultation arrangements

A presentation on work health and safety consultation arrangements was given to staff during a staff meeting. At subsequent meetings staff members discussed the types of consultation arrangements and decided on the establishment of the WHS Committee as appropriate for the school. Volunteers and contractors were included in the consultations.

Review of consultation arrangements

It has been agreed by Kanahooka High School staff 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.

Signed: *Peter K Jones* Principal

Date: 20th March 2014