



# Belmore Boy's High School

## Work Health and Safety Safe Working and Learning Consultation Statement

### Commitment

Belmore Boys High School recognises the rights and duty of care responsibilities of everyone in the workplace under the *Work Health and Safety Act 2011 and WHS Regulation 2011*.

The school is committed to; promoting a proactive and positive safety culture, protecting the health, safety and wellbeing of all our employees and others undertaking work such as volunteers and contractors by providing information, procedures and consultation arrangements to ensure a safe, healthy and harmonious workplace for all employees, students and visitors.

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 school.

A WHS committee has been established for effective consultation to occur and to promote safety and health in the workplace.

### Consultation Arrangement

Belmore Boys High School has a Health and Safety Representative (HSR) and a Health and Safety Committee (HS 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

The HS Committee consists of staff and management representative. The staff and management representatives will be selected by consultation of workplace and nomination or in the want of over representation will be elected for a period of 1 year by democratic vote and will be eligible for re-election.

The size of the committee was agreed as part of the consultation process.

The employee/others undertaking work members of the Committee are selected from each of the following groups:

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

The Health and Safety Representative is also a member of the committee.

The employee members of the Committee will comprise of one TAS staff member, one Science staff member and staff members for all other areas.

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 WHS committee will represent all employees, students and visitors who are at Belmore Boys High School.

The employee representatives are responsible for raising specific health and safety issues in relation to employees, students or visitors. All employees should raise WHS issues using the appropriate notification form and then emailing directly to the HSR. The HSR will then file the notification in the WHS folder on the school server. The HSR will notify the members of the committee who will then take appropriate action.

The Members of the HS committee are:

**Mark Christison** (Principal), **George Zorotheos**(Deputy Principal), **Leah Hodge**(Business Manager)  
**Naomi Barwick** (Science), **Chris Karafilovski**(TAS), **Sarah Hamdan**(Teacher), **Omar Charouk**(Teacher)

The HS committee will meet 8 times a year (twice per term). If an urgent WHS issue arises between meetings then an extraordinary meeting will be organized or the issue will be raised with the principal.

The HS committee will assist with the development and monitoring of safe working practices and systems and discuss issues that affect the health, safety and welfare of all employees, students and visitors at Belmore Boys. The committee will facilitate /conduct workplace safety inspections at regular intervals and unresolved issues will be discussed at HS Committee meetings. The committee will review accident investigations and risk management in consultation with the workgroup. The Principal will respond to the WHS committee recommendations within a timeframe agreed to by the committee and set according to the particular issue and its complexity.

### **Health and Safety Representative (HSR)**

During the consultation process it was agreed that a single HSR would enable adequate consultation, and that no Deputy HSRs are required.

HSRs are elected for a three year term. The staff select a Returning Officer by show of hands and have agreed that elections should be by secret ballot using the “first past the post” election method.

The HSR is Naomi Barwick. Naomi Barwick represents the work group in consultations on health and safety matters. The work group is all DEC employees and others undertaking work at Belmore Boys High School. The HSR works cooperatively with the Principal to resolve work health and safety issues and raises specific health and safety issues that arise. The HSR monitors measures taken by the Principal and the Department in relation to health and safety that impact on the work group, investigates health and safety issues or complaints from members of the work group and enquires into anything that appears to be a risk to the health and safety of members of the work group.

With the school’s commitment to consultation and resolving WHS issues in a harmonious way, it is believed that the issues that arise and risks that become apparent will be quickly and effectively addressed. However, if an issue has not been resolved after following the Department’s WHS Issue Resolution Procedure, if the HSR has completed the required training and if circumstances warrant it, the HSR can exercise their powers in relation to ordering cease work or issuing a provisional improvement notice without any fear of discrimination.

Naomi Barwick is also a member of the HS Committee, and they work closely together to coordinate their activities.

### **Agreed WHS Procedures**

Health and safety is placed on all staff meeting agendas. In these meetings anyone can raise a health and safety issue concerning them, and the Principal or other manager holding the meeting invites health and safety issues to be raised, discusses solutions and informs staff about health and safety matters.

When an WHS issue is identified (**Hazard Identification, Incident report or Injury**), the supervisor or Principal should be consulted by the use of the appropriate form to enable action to be taken. If this is not possible a WHS committee member for the workgroup should be consulted for consultation with the WHS Committee. A detailed review of the hazard identification process can be found in the staff handbook. Staff members are to complete the **Hazard Identification, Incident report or Injury** and email to the HSR. Where issues are relevant to the workgroup, then consultation should occur and the outcome reported through the meeting. Agenda and Minutes will be provided prior to and after the meeting and placed onto the notice board and emailed to the committee members.

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, with their HSR, with the Health and Safety Committee, or through a staff meeting.

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.

Consultation on HS matters should also occur as part of the daily work activities within departments, between staff during whole staff meetings as well as during executive meetings this is essential when planning and implementing new work systems and practices. To facilitate consultation WHS has been placed as an agenda item on all faculty, executive and staff meetings.

Alternative consultation arrangements will be used to assist the Principal consult with those who do not have ready access to the HS Committee/HSR, 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 organization with shared health and safety responsibilities, the Principal (or delegate) will, on invitation, 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 Deputy Principal to discuss issues of concern. The Principal (or delegate) 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.

### **Establishment of Consultation Arrangement**

All staff have access to WHS procedures in the staff handbook at the beginning of the school year. There is also a WHS poster that outlines the processes that staff can go through to locate the appropriate form and how to effectively lodge it. Staff have access to electronic versions of the WHS forms and relevant WHS documentation on the school website and the school server.

### **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 is effective and that all safety issues are being addressed. To facilitate this WHS is an agenda item at Staff and Executive meeting. The WHS committee meetings are open and staff are welcome. A notice board in the common room is used to display WHS procedures and current forms. A dedicated folder on the school server is used to collect and store all WHS related reports from staff. Minutes of all staff and executive meetings, containing any WHS reports are distributed to all staff.

Signed

Mr Mark Christison  
Principal

Thursday 12<sup>th</sup> February, 2015