



WHS consultation statement for Cooranbong Public School

The Commitment

Cooranbong Public 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 Cooranbong Public School.

Consultation Arrangement

Cooranbong Public School has a Health and Safety Committee (HS Committee) as its principle means of consultation in the school.

The school also has agreed formal whole school meetings (once a week) and 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 3 members Trish Sewell (SAM), Kylie Eves (Teaching Staff), Megan Avery (Principal). 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 (select appropriate groups for other workplaces):

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

The committee members are Trish Sewell (SASS TAS representative), Kylie Eves (Teacher representative – all other areas). The Health and safety representative is Trish Sewell. The Chairperson is Kylie Eves. The employer representative is Megan Avery (Principal/workplace manager>).

The HS Committee meets four times a year. If an urgent WHS issue arises between meetings then an extraordinary meeting will be held.

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 Cooranbong Public School. The committee will conduct workplace safety inspections prior to every second HS Committee meeting. The committee will review incident investigations and risk management in consultation with the group they represent. The Cooranbong Public 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.

Health and Safety Representative(s) (HSRs) (select where appropriate)

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 (note this term is required by legislation). 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 Kylie Eves. Kylie Eves represents the work group in consultations on health and safety matters. The work group is all DEC employees and others undertaking work at Cooranbong Public 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. **See the Department's WHS Consultation Procedures for more information.**

Agreed Informal Procedures (select this paragraph if this is the only means of consultation in the school)

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.

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.

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>, with their HSR (where applicable), with the Health and Safety Committee if there are not an HSR in the workplace, or through the agreed informal arrangement (e.g. at a staff meeting).

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 HSR or the HS 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.

(For HS Committees: Staff will be invited to submit agenda items prior to each HS Committee meeting. The HS Committee will report to staff on the outcomes of HS 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 HS Committee, 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, 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, fax or through the <school's/workplace's> newsletter. (Amend this paragraph as required, detailing the main groups of volunteers and contractors and others without ready access to the HS Committee/HSR such as shift workers and evening staff, and how each group will be consulted).

Establishment of consultation arrangements

A presentation on health and safety consultation arrangements was given to staff during a fortnightly staff meeting. At subsequent meetings staff members discussed the types of consultation arrangements and decided on the establishment of an HS Committee/agreed informal procedures as appropriate for the school.

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.

Name: <i>Megan Avery</i>	
Signed:	
Date:	