



PROCEDURE: Work Health and Safety

UPDATED: 2018

REVIEWED BY: Les Brimbecom

STATEMENT OF INTENT:

Northlakes High School complies with all Department of Education requirements by ensuring all mandatory policies and procedures are implemented. Staff are regularly trained in accordance with the WHS Calendar.

APPLICABILITY:

All staff at Northlakes High School

DoE POLICY/PROCEDURE REFERENCE:

https://detwww.det.nsw.edu.au/policies/staff/WorkHealthSafety/PD20130454_i.shtml?level=Schools&categories=Schools%7cschool+administration+%26+management%7cwork+health+%26+safety

DEFINITIONS:

Mandatory Policies are required to be fully and publicly presented in all school to all staff

RATIONALE:

This Policy is intended to:

- Ensure Northlakes High School complies with all WHS requirements
- Ensure all staff undertake Mandatory training
- Ensure all members of our school community are protected

PROCEDURES:

DoE Excursion Policy

https://detwww.det.nsw.edu.au/policies/student_admin/excursions/excursion_pol/PD20040010_i.shtml?level=Schools&categories=Schools%7cschool+activities%7cexcursion

DoE Sun Safety Guidelines

<http://www.schools.nsw.edu.au/studentsupport/studenthealth/sun-safety/index.php>

Allergies

<http://www.schools.nsw.edu.au/studentsupport/studenthealth/conditions/allergies/index.php>

Asthma

<http://www.schools.nsw.edu.au/studentsupport/studenthealth/conditions/asthma/index.php>

Anaphylaxis

<http://www.schools.nsw.edu.au/studentsupport/studenthealth/conditions/anaphylaxis/index.php>

Infectious diseases

<http://www.schools.nsw.edu.au/studentsupport/studenthealth/conditions/infectdiseases/index.php>

DoE Workplace Health and Safety Policy

https://detwww.det.nsw.edu.au/policies/staff/WorkHealthSafety/PD20130454_i.shtml?level=Schools&categories=Schools%7cschool+administration+%26+management%7cwork+health+%26+safety

DoE Reporting School Accidents Policy

https://detwww.det.nsw.edu.au/policies/student_admin/general/accidrpt/PD20020064_i.shtml?level=Schools&categories=Schools%7cwellbeing%7caccidents

DoE Working With Children Check Policy

https://detwww.det.nsw.edu.au/policies/student_serv/child_protection/work_child/PD20050264_i.shtml?level=Schools&categories=Schools%7cwellbeing%7cchild+protection

Sport Safety

http://www.sports.det.nsw.edu.au/spguide/activities/index_2.php

Chemical Safety

<https://detwww.det.nsw.edu.au/media/downloads/directoratesaz/workhealthsafety/swl/fact/chemicaloverview.pdf>

WHS consultation statement for Northlakes High School

The Commitment

Northlakes 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 Northlakes High School.

Consultation Arrangement

Northlakes High School has a Health and Safety Committee as its principal 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 twelve members (11 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 employee/others undertaking work members of the Committee are selected from each of the following groups:

- Teaching staff – TAS
- Teaching staff – all other areas
- SASS

(Please note, a volunteer or contractor may be selected for the committee if they have an ongoing participation in the workplace; they may replace one of the positions or be an additional position).

The members who are employees or others undertaking work self-nominate, and where there is more than one person interested in a position, an election is held at an all staff meeting. Members who are employees or others undertaking work 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 Peter Louie (TAS representative), Les Brimbecom, Matthew Boake, Lois Hewitt, Roy Goodenough, Mitch Allanson, (Teacher representatives – all other areas) and Ruth Schofield, Leanne Hindle, Lynda Smith and Sharmaine Anderson (SASS representatives). The Chairperson is Les Brimbecom. The employer representative is Warren Welham (principal).

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 Northlakes High 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 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.

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 the principal, with the HSR (where applicable),

with the Health and Safety Committee if there is 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 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, those hiring school facilities such as the hall, and contractors who have an ongoing work role at Northlakes High 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 by 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 Northlakes High School's newsletter. Volunteers and community users will be informed of hazard notification procedures to enable them to address issues as they arise.

Establishment of consultation arrangements

A presentation on 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 an HS Committee. Volunteers and contractors were included in the consultations.

Review of consultation arrangements

It has been agreed by Northlakes High 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.