Work, Health and Safety 2013: Consultation Statement

Ballina High School

THE COMMITMENT

Ballina High School is committed to protecting the health, safety and wellbeing of all our employees. Our school will consult with its employees in implementing safety practices and systems. Employee involvement at all levels is critical for ensuring a safe workplace. The established WHS Committee will promote health and safety in the school.

OHS COMMITTEE

The WHS Committee consists of eight members (7 employee representatives and 1 employer representative, the principal). The size of the committee was agreed as part of the consultation process.

All are elected for a 2 year term by their workgroup in accordance with procedures agreed between the principal and employees and are eligible for re-election. All committee members will participate in the WHS consultation course if they have not been previously trained.

The WHS employee representatives are:

Teaching staff: Dennis Brown (Chair), Paula Horsley, John Douglas, Rosina Grieves, Glenn Worthington

Non – teaching staff: Robyn Huxtable, John Hollingsworth

Employer rep: Phil Steer

The WHS Committee will assist with the development and monitoring of safe work practices and systems and discuss issues that affect the health, safety and wellbeing of all employees at Ballina High School. The committee will conduct workplace safety inspections regularly. The committee will review incident investigations and risk management. The school will respond to WHS Committee recommendations within a reasonable period of time, obtaining advice and assistance from appropriate regional and state office staff.

HOW EMPLOYEES WILL BE CONSULTED ABOUT WHS

When a WHS issue is raised the WHS representatives will consult with relevant staff. The WHS representatives will also feed back to their representative groups the outcomes of WHS Committee meetings. Consultation methods will include noticeboard flyers, staff meeting reports and minutes from WHS meetings. The WHS consultation arrangements will be publicised among existing and new employees.
Consultation on WHS matters is also to occur as part of daily work activities, between staff and with supervisors, in particular when planning and implementing new work systems and practices.

All employees 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 issue can be properly addressed. Issues not resolved by the manager or supervisor should be raised with their WHS representative.

ESTABLISHMENT OF CONSULTATION ARRANGEMENTS
Consultation arrangements were canvassed with staff at the start of 2013. It was agreed to form an WHS Committee consisting of 1 employer and 7 employee representatives.

REVIEW OF CONSULTATION ARRANGEMENTS
It has been agreed by both the principal and employees that these consultation arrangements will be monitored on an on-going basis to ensure that consultation with all employees is effective, all health and safety issues are addressed and employees are satisfied with these arrangements.

Signed: ........................................Principal Date: ........................................