Work Health and Safety (WHS) – Consultation Statement

Commitment
Wollongong West Public School recognises the rights and duty of care responsibilities of everyone at the workplace under the Work Health and Safety Act 2011 No 10 and Work Health and Safety Regulations. The school is committed to promoting a proactive and positive safety culture by providing resources, procedures and consultation arrangements to ensure a safe, healthy and harmonious workplace for all employees and visitors.

The school will consult with all employees in implementing safe practices and work systems.

Work Health and Safety (WHS) Representatives have been elected to promote health and safety in the workplace.

WHS Representatives
The WHS Representatives that have been elected by employees are: Cathy Reade (Principal), the current school SAM (SASS) and John Akhurst (Teaching Staff). The WHS Representatives have been elected in accordance with the procedures agreed between Wollongong West Public School and their employees for 2 year terms.

The WHS Representatives are responsible for raising specific health and safety issues that arise in relation to the employees in their workgroup. The workgroup is all employees who work for the Department of Education and Training located at Wollongong West Public School. Employees should raise WHS issues directly with their supervisor or their WHS Representative.

The WHS Representatives will coordinate workplace safety inspections once every term and review accident investigations and risk management with the school executive.

How employees will be consulted about WHS
When an WHS issue is raised either by the employer or an employee the WHS Representative will consult members of their workgroup. The WHS Representative will also feed back to their workgroup the outcomes of the consultation.

The principal will respond to WHS issues within a timeframe agreed to by the WHS Representative and set according to the particular issue and its complexity.

The method of consultation will be via whiteboard with weekly staff meetings used for discussion. The WHS consultation arrangements will be publicised among existing and new employees. The principal will be responsible for maintaining appropriate records.

Consultation on WHS matters should also occur as part of daily work activities within stage teams, between staff and with supervisors in particular when planning and implementing new work systems and practices.

Establishment of consultation arrangements
A presentation on WHS consultation arrangements under the new legislation was given to staff during a weekly staff meeting. At subsequent meetings staff members discussed the types of consultation arrangements and decided to establish WHS Representatives 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 (reviewed every 2 years) on an ongoing basis to ensure that consultation with all employees is effective and that all safety issues are being addressed.

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