




ST PIUS X HIGH SCHOOL ADAMSTOWN

Workers at St Pius have agreed that all workers belong to the one work group. A Health & Safety Representative (HSR) has been elected for this work group. **Our HSR is Mark Pearce.**

All WHS issues are to be reported to the HSR by using the online  WHS Helpdesk. You need to be logged into the school network to access this helpdesk.

If there is immediate risk of harm to people due to an issue/hazard, the individual staff member who observes the issue/hazard is responsible for obtaining appropriate assistance (Student Services, Maintenance Officer, Cleaner, Principal, etc) as quickly as possible.

The following document gives a very brief summary of the basic changes to WHS legislation that occurred from the start of 2012.

 **WHS Laws 2012 What You Need To Know.docx**

The following sections of this page provide the detailed structure of the WHS Management System in place at St Pius.

Work Health & Safety

The WHS Management System Framework

The Catholic Schools Office (CSO) has developed a WHS Management System Framework for use by schools in the Diocese. At St Pius, we have adopted this framework as the basis for our own WHS Management System. The CSO framework can be viewed by school staff by clicking on the following link:

 **WHS Management System Framework**

St Pius X High School WHS Management System

The 15 elements of the WHS Management System are set out below. Click on the links below to access the relevant WHS information, policies and procedures currently in operation at our school.

Table of Contents

- Element 1:** Policy
- Element 2:** Responsibilities
- Element 3:** Consultation
- Element 4:** Training
- Element 5:** Procedures
- Element 6:** Contractor Management
- Element 7:** Performance Indicators
- Element 8:** Risk Management
- Element 9:** Inspection & Testing
- Element 10:** Incident Reporting – including Emergency Procedures
- Element 11:** Injury Management
- Element 12:** Document Control
- Element 13:** Performance Review
- Element 14:** Auditing
- Element 15:** Continuous Improvement



ELEMENT 1: POLICY

Work Health and Safety Policy (signed).pdf

Note that all policies relating to WHS (eg Electrical Safety, Manual Handling, Working Alone & so on) are available in alphabetical order on the

 **School Policies page.**

ELEMENT 2: RESPONSIBILITIES

All people have a responsibility for health and safety at work. St Pius X HS Adamstown has assigned this responsibility through the line of management to each worker to the extent of their delegated authority.

The school's WHS Policy explains the responsibilities and expectations of workers and others, and the procedures for managing WHS risks associated with school activities.

The duty of care for work health and safety is prescribed by the WHS Act 2011. Failure to comply with these duties is a criminal offence and can incur a heavy fine.

All workers, particularly those who manage or supervise others, should ensure that they are familiar with their obligations for promoting health and safety at work, and fulfill these obligations.

The Word files below contain the WHS Duty of Care statements appropriate to each of the indicated roles within the school.

 **WHS Duty of Care Checklist for the Principal and School Executive.docx**

 **WHS Duty of Care Checklist for Coordinators.docx**



 **WHS Duty of Care Checklist for Staff.docx**

 **WHS Duty of Care Checklist for Students.docx**

 **WHS Duty of Care Checklist for Parents and Visitors.docx**

ELEMENT 3: CONSULTATION

Consultation is a basic requirement under WHS law. The full explanation of "Consultation" – when it is required, with whom & what it involves – is available in Part 5 of the

 **WHS Act 2011**. The Code of Practice on WHS Consultation can be accessed on the  **Codes of Practice** page of the SafeWork NSW website.

Basically, PCBU's & Officers (Principals in our schools) must consult with other duty holders within the organization. They must also consult with workers who are likely to be affected by WHS matters. The HSR must be involved in such consultation. Consultation requires that: (i) relevant WHS information is shared with workers; (ii) workers have reasonable opportunity to express their views; (iii) workers have a reasonable opportunity to contribute to the decision making process relating to WHS matters; (iv) the workers views are taken into account; and (v) workers are advised of the outcome of any consultation in a timely manner.

At St Pius, the following consultation arrangements have been agreed to: (1) an HSR has been elected for the whole school as a work group; (2) a Health & Safety Committee (HSC) is in operation to oversee the WHS System at the school.

Currently, the HSR is Mark Pearce and the HSC is composed of the following members: Michael Maher (Chairperson), Helena Slee, Michael Curk, Gail Moy, Mark Pearce (HSR) and Bob Emery.

Consultation is achieved via a number of different methods:

- informal day to day discussion between staff and their Coordinators or supervisors or the Executive
- informal discussion between staff and the HSR, who then liaises with Coordinators or the Executive
- formal discussion at meetings – every meeting agenda has WHS as an agenda item
- formal discussions at the HSC which meets at least once per Term.

At St Pius, the WHS Policy is available on this website and on the R-Drive of our network and all staff are reminded regularly by the Executive and/or the HSR of their need to be familiar with the Policy and with the WHS Management System in place at this school. Staff are reminded regularly by the Executive and/or the HSR of their need to be aware of their responsibilities under the WHS Act 2011.


The agreed **WHS issue resolution process** is displayed on the Staff Noticeboard in the Lunch area of the Staff Room. This issue resolution process is implemented by the school as part of normal school operations. All WHS documentation is easily accessible by all staff via the website and staff are reminded at various times through the year where WHS documentation can be accessed.

An online WHS Helpdesk is available on the school network to enable staff to report WHS hazards or issues to the HSR. This helpdesk provides staff with an opportunity to contribute to the decision making process relating to the WHS issues they are reporting.

Consultation on WHS issues must be meaningful and effective to allow each staff member to contribute to decisions that may affect their health, safety and welfare at work. All staff are given the opportunity to express their views and contribute in a timely manner to the resolution of WHS issues that affect them. These views will be valued and taken into account by those making decisions.

The Executive and/or Coordinators or supervisors are required to consult with staff acting under their instruction whenever:

- risks associated with workplace activities are being assessed and decisions are being made about the control of these risks, and;
- changes are proposed to the facilities, equipment, substances or systems of work.

The Role Statements for the HSR and the HSC are contained in the document:  **Role Statements HSR HSC.docx**

ELEMENT 4: TRAINING

OnGuard

OnGuard is the online WHS Training package that allows staff to keep up to date with WHS knowledge & skills. Each staff member is required to complete their package of training annually.

To access OnGuard your user name is first name.last name, all lower case and 'onguard' is the default password for new users/staff. At the first logon you are forced to change this. Log in to OnGuard using the link below.

 <http://www.1300acepro.com/OnGuardACEPro/?schoolId=admstnsp.mn.catholic>

Courses are allocated for all staff. If there are any problems logging in or any problems with using the online package please contact the Principal or Michael Curk from the HSC.

Site Induction

New staff, contractors, volunteers and external tutors are provided with a site induction before starting work. In the case of teachers this is provided by the Principal or AP, as well as the relevant Studies Coordinator. For Support Staff this is provided by the Principal or AP, as well as the Office Manager. For Volunteers and External Tutors this is provided by the appropriate member of Staff – eg for Canteen volunteers it would be provided by the Canteen Supervisor; for External Music Tutors it would be provided by the Music Teacher coordinating the external music program. For Contractors it is provided by the Principal, Maintenance Officer (usually) or Groundsman.



As part of all inductions **school staff** are required to complete the following checklist: [WHS Staff Induction Checklist 2018.doc](#). The completed checklist is kept in the staff member's file in the Office Manager's office.

Volunteers complete the following checklist: [WHS Induction Checklist Canteen Volunteers.doc](#). This checklist can be adjusted as needed for other types of volunteers. Volunteers also undergo the CSO/Diocesan Volunteers Induction Briefing. For our Canteen volunteers, this is run by Sharon Hart, one of our Canteen Supervisors.

External Tutors complete the following checklist: [WHS Induction Checklist Tutors.doc](#). The External Tutor Code of Conduct statement referred to in the checklist is provided here: [WHS Code of Conduct at St Pius External Tutor.docx](#).

Contractors complete the documentation as described in the Contractor Management section below.

Training Provided by WHS Consultants/ Experts

Training for staff in various aspects of WHS is provided by engaging WHS Consultants or other experts in various fields. Training has been provided for staff in chemical safety, fire safety, CPR, First Aid, Asthma, Anaphylaxis and Resilience & Wellbeing.

Training Provided In Other Ways

Training is also provided for Staff at Staff Meetings when WHS policies and procedures are highlighted and staff are reminded of important details. Staff are reminded of important WHS policy & procedures via email & memos from the Principal and/or HSC. For example, electrical safety reminders are sent out once per semester. The CSO also provides useful information & reminders to staff from time to time.

ELEMENT 5: PROCEDURES

In order that people are able to work safely and are able to support the operation of the health and safety system at the school they need to have written procedures to follow. Written procedures are needed for key activities such as risk management, incident reporting, training, emergency response and inspections and corrective action. Specific safe work procedures need to be written for tasks, particularly tasks considered to be high risk in nature. Consultation with the relevant staff is essential in the development of all WHS procedures.

The procedures that have been developed at St Pius to



support the effective implementation of our WHS system can be found in several key places. This web page is the best place to find all procedures associated with our WHS system. The key policies and procedures are all here for ease of access for all staff and visitors to the school. Our WHS procedures are also available on the Staff R-Drive in the WHS Folder. Hard copies can be obtained by printing from any of these locations or by requesting these from the Main Office.

Safe Operating Procedures are required for all jobs and equipment that involve safety risks. The Resource section of the OnGuard Training website (above) provides excellent resources and samples of SOPs for a huge range of equipment used in schools. You may need an Administrator or Supervisor level person to access this for you – ask an IT Support Officer (Chin or Michelle) if you need to access this section.

Science SOP's are available on R-Drive of the school network: R:\Faculties\Science Faculty\SDSs and Safe Working Procedures.

Cleaners and Ground Staff are often the first to arrive and the last to leave school each day and therefore may face special risks. The following is a suggested risk assessment procedure that can be used by Cleaners and Ground Staff to ensure they remain aware of the risks involved and continue to implement appropriate risk control measures.



Cleaners and Ground Staff Risk Assessment.pdf


ELEMENT 6: CONTRACTOR MANAGEMENT

St Pius X HS is committed to ensuring that all contractors engaged to perform work at the school comply with the necessary health and safety requirements while the work is being performed. All contractors are required to complete the following Site Induction Survey before commencing work at St Pius for the first time. Please click on the link below:

 <https://www.surveymonkey.com/r/WXRXMNN>

The Contractor Code of Conduct, a Job Safety Analysis (Safe Work Procedures) worksheet, the policy & procedures regarding contractor management, and the list of approved contractors can be accessed below. To open a file, right click on the file, choose "save target as" to save the file to your computer and then open the file.

 **Contractor Code of Conduct at St Pius.docx**

 **Contractor Induction Checklist.doc** – to be used when an induction interview is held instead of the Contractor doing the online Site Induction Survey. Such interviews, if needed, will be run by the Principal or the Principal's Delegate.

 **Job Safety Analysis Worksheet.docx**

 **Contractor Management Policy and Procedures.doc**

 **APPROVED CONTRACTOR LIST 2018.doc**

ELEMENT 7: PERFORMANCE INDICATORS

A WHS Management System must have a set of goals and performance indicators. The goals establish the ultimate outcomes the system is expected to achieve. The performance indicators are measures that can be used along the way to make sure the system is effective in delivering a safe workplace.

The main goals of the St Pius WHS Management System are:

- To ensure that appropriate standards of workplace safety are maintained at all times
- To raise the profile of Work Health and Safety (WHS) within the school
- To create a proactive, team approach to health and safety issues
- To prevent accident, injuries and disease in the workplace.

The performance indicators that will be used by the Health and Safety Committee each year to ensure that the system is effective in delivering a safe workplace are:

Injury Data – Are injuries occurring? How many and how frequently? Were these cases of injury investigated? What were the causes? Have any hazards that were identified been eliminated or the risks from them been minimised?

WHS Policy, Procedures & Goals – Are these in place, up-to-date & practical? Are the goals being achieved?

Consultation – Do staff know the consultation arrangements? Are staff consulted on changes to policy & procedure? Is WHS an agenda item at all meetings? Do staff know who the HSR is and who is on the HSC?

Risk Management Activities – Are there regular efforts to identify hazards, assess risks and implement risk control measures? Are there Safe Operating Procedures for jobs that have been identified as having safety risks? Are there regular workplace safety inspections? Are workplace incidents investigated & corrective action taken promptly?

Scheduled Maintenance – Is general maintenance occurring in a timely manner & is it effective?

WHS Training – Are staff training needs being identified & provided for? Do staff know the policy & procedures for WHS maintenance in this school? Do staff know where to find the relevant details of WHS Policy & Procedures? Do new staff, contractors & volunteers receive a site induction before commencing work.

Budget – Is adequate funding available for WHS?

These performance indicators will be examined during each year by the HSC. The Committee will conduct a formal performance review of the WHS Management System once per year, except in years where an external audit is conducted and takes the place of a formal review by the committee. This review will examine all of the above performance indicators except injury data. Injury data will be examined at meetings of the HSC during the year as it is arguably the most obvious measure of a system that is working to keep people safe in the workplace.

The following document states the WHS Goals for 2018:

 **WHS GOALS 2018.docx**




ELEMENT 8: RISK MANAGEMENT

Who should be notified of a hazard?

WHS is a shared responsibility of all staff. All Faculty Staff & Support Staff Groups (Office, Lab Assistants, Cleaners, Grounds & Maintenance Staff) are responsible for identifying hazards in the workplace and for taking appropriate steps to eliminate or minimise the risk of injury arising from the identified hazard. Where the hazard presents an immediate risk of harm to people, the individual staff member must act to obtain appropriate assistance as quickly as possible. Where there is no immediate risk of harm to people, the individual staff member must report the hazard to the HSR by using the WHS Helpdesk. This is accessible by clicking the Helpdesk icon on the staff desktop or by clicking on the link below. The Helpdesk is the official school archive of all WHS issues

reported by staff. It is therefore preferable that staff report issues via the Helpdesk. A staff member may prefer to complete the report of an issue in writing. In this case the staff member may use the Risk Management form below.

The **WHS Helpdesk** can be accessed by clicking the following link:  **WHS Helpdesk Link**

You need to be logged into the school network to access this helpdesk.


Note that non-urgent, low risk, **maintenance issues** should be notified to the Maintenance Officer by staff using the Maintenance Request section of the Helpdesk rather than the WHS Helpdesk.

The **flowchart** that follows shows, in diagrammatic form, the process to be followed in reporting and resolving a WHS issue at St Pius.

 **Flowchart for Resolution of WHS Issues.docx**

Action in Response To Reports of WHS Issues


The HSR will be notified automatically by email of all reports made on the WHS Helpdesk. The HSR will examine the hazard and speak with the person who made the report to ensure the situation is fully understood. The HSR will then assess the risk posed by the hazard. The “WHS Risk Management Tool” (below) may be used to assist with the risk assessment. The original report of the hazard and all information gathered by the HSR relating to the hazard will be recorded on the WHS Helpdesk. The HSR will usually need to consult with other staff and management in order to decide upon and implement suitable control measures. Staff and management have a responsibility to cooperate with and assist the HSR in successfully resolving the issue at hand. The HSR will record on the WHS Helpdesk, the control measures to be implemented to eliminate the hazard or to minimise the risk from the hazard. The HSR will liaise with the appropriate level of staff and/or management to ensure that the control measures are implemented in a timely fashion.

 **WHS Risk Management Tool.rtf** – this is the form that the HSR or staff may use to help risk-assess a hazard and to record the control measures that will be implemented to eliminate the hazard or minimise the risk from the hazard. Any staff member using this form must submit it promptly to the HSR once they have completed the sections of the form relevant to reporting the hazard. Data from the form is entered into the WHS Helpdesk by the HSR, as the Helpdesk is the official school archive of all WHS issues reported by staff. Completed forms are not kept once the data on them has been recorded on the Helpdesk.

Referral of Issue to SafeWork NSW

The WHS Act 2011 directs that all parties to a WHS issue must make reasonable efforts to achieve a timely, final and effective resolution of the issue in accordance with the relevant agreed procedure at the workplace. If no such resolution can be found any party to the dispute can request SafeWork NSW to appoint an inspector to attend the workplace to assist in resolving the issue. Such action would be a last resort, only initiated after repeated efforts to resolve the issue had failed to do so.

Lightning

 **22214_Lightning_-_appropriate_safe_responses.docx** – Memo from CEC

ELEMENT 9: INSPECTION & TESTING


Regular inspections of the workplace are essential to make sure risk controls are working and to uncover any new hazards that may have arisen. Inspections will be programmed so they happen regularly and cover all the workplace. Usually these inspections will be conducted by the HSR or the HSC or by qualified tradespeople contracted by the school. Sometimes, Faculty Staff or Support Staff may be asked to conduct inspections of their work areas.


Electrical testing & tagging will be carried out each year by a licensed electrical contractor. Faulty equipment will be removed from service by the relevant contractor so that it can be repaired or properly disposed of by the school.


Fire Safety Inspections will be carried out every six months as organized by CSO. Faulty equipment will be removed and replaced by the inspection company. Hazards discovered will be notified to the school for elimination, minimization or control.

Science, TAS & CAPA Studies Coordinators have the responsibility of ensuring that testing of equipment, machinery and safety facilities used by their Faculties is carried out at regular and appropriate intervals. The Coordinators will arrange for the repair or replacement of faulty items and for the elimination, minimization or control of any hazards discovered.

General work place safety inspections will be carried out annually by members of the HSC. This will involve walk-around inspections of the whole site and may include inspection by various qualified tradespersons if deemed necessary. Hazards discovered will be reported using the online WHS Helpdesk (preferably) or the Risk Management Tool in Element 8 above.


 **Hazard Identification Form.doc** – This form can be used by Faculties or by groups of staff to record the results of inspections of work areas. Hazards identified in this way can then be dealt with using the procedures described in Element 8 above.



 **Electrical Equipment Risk Assessment and Inspection Record Form.doc** – This form can be used by staff to risk assess electrical equipment. Completed forms are to be stored in the Electrical Management Safety System file in the Main Office.

 **ASSETS AUDIT form.doc** – This form can be used to add a new item to the school Assets Register. It is necessary to record all equipment over \$1000 in value and equipment of lesser value that is easily transportable (ie. that could be stolen).

ELEMENT 10: INCIDENT REPORTING

When an incident (accident, near-miss, unsafe procedure) occurs staff members must report the incident as soon as possible after it occurs and certainly within 48 hours of the occurrence of the incident. Serious incidents must be reported immediately to the Principal or to a member of the School Executive.

For school staff use ONLY –  **Staff Injury, Illness and Incident Report FORM 2017.docx** – School Staff must use this form (also available from the Student Services Office) to report an incident. The form must be completed and handed to the Principal's Secretary (Mrs Bowen). The form will be sighted by the Principal or a member of the School Executive and will be sent into the CSO.

If the incident is of a serious nature (serious injury or death, serious illness, serious near-miss), the WHS law requires that the incident be reported to SafeWork NSW. Such incidents are referred to as "notifiable incidents". Details of which incidents are notifiable are contained on the  **SafeWork NSW** website. If an incident is identified as notifiable, the area where the incident occurred must to be cordoned off, if safe to do so, and left undisturbed until SafeWork NSW indicates it may be disturbed (repaired/cleaned-up). Obviously, an injured person can be assisted and removed from the site for further medical treatment. See  **Section 39** of the WHS Act.

All serious incidents at St Pius will be investigated. The Principal is responsible for conducting the investigation

or for delegating an appropriate staff member to conduct the investigation. An investigation will be conducted in a manner that is designed not to lay blame. The purpose of the investigation is to stop the incident happening again not to apportion blame. The investigation will be thorough and will be written up into a formal report. This report will contain recommendations as to how to improve the safety of the school so that a similar incident does not occur. The report will be made available to staff, to CSO and to SafeWork NSW should they become involved.

If the investigation does discover that someone did the wrong thing, the reason for their behaviour will be determined. They may need further training and instruction, or they may require closer supervision, or if it is identified the person has been trained and retrained and supervised, then it may become a performance issue and will need to be dealt with in the appropriate manner.

Emergency Procedures

Emergency situations can develop in the workplace even with the best risk controls operating. These situations could involve, for example, fire, extreme weather conditions or the actions of a violent intruder. At St Pius there are clear procedures in place which guide people in how to respond if an emergency happens. The document below gives details of these procedures.

 **Emergency Procedures 2018 Onwards.doc**

 **Emergency Evacuation Maps 2018 Onwards.pdf**

 **EMERGENCY PROCEDURES to place in classrooms.docx**



ELEMENT 11: INJURY MANAGEMENT

First Aid Officers are available for all staff & students by contacting the Student Services Office (704 on the internal phone system). **Mrs Edman, Mrs Deverell and Mrs Ausburn are the First Aid Officers at St Pius.**

Staff who are injured or who become sick because of their employment will be assisted to return to their normal work duties as quickly as possible. St Pius follows the policy and procedures developed by the CSO in this regard. Click on the link below to access this information.

 **Link to CSO Recover at Work Policy and associated information**

The school will work closely with the injured or ill staff member and the CSO Recover at Work Coordinator(s) to facilitate the staff member's transition back to work.

The CSO Recover at Work Coordinator(s) can be reached by phone on 49 791285.

ELEMENT 12: DOCUMENT CONTROL

A WHS Management System requires a large number of documents in order to regulate and operate the system. These documents must be controlled, current, available, stored and retrievable. The following policy details how this is achieved at St Pius.

 **WHS Document Control Policy.doc**

The following spreadsheet is the WHS Document Register referred to in the WHS Document Control Policy above. The links in the spreadsheet will not work on this website.

 **WHS Document Register.xlsx**

The following documents are extremely important. They are provided here to ensure that all staff have easy access to these documents.

 **Work Health and Safety Act 2011**

 **Work Health and Safety Regulation 2011**

 **Codes of Practice**

 **Interpretive Guidelines - Officer**

 **Interpretive Guidelines - PCBU**

 **Interpretive Guidelines - Reasonably Practicable**

ELEMENT 13: PERFORMANCE REVIEW

The WHS Management System at St Pius X High School is reviewed each year to ensure that it is operating properly and is achieving its goals. This review is organised and overseen by the HSC. All staff are encouraged to take part in the review. The review is based on practical measures which give an insight into the system structure and activities. The practical measures considered are:

WHS Policy, Procedures & Goals – Are these in place, up-to-date & practical?

Consultation – Do staff know the consultation arrangements? Are staff consulted on changes to policy & procedure? Is WHS an agenda item at all meetings? Do staff know who the HSR is and who is on the HSC?

Risk Management Activities – Are there regular efforts to identify hazards, assess risks and implement risk control measures? Are there Safe Operating Procedures for jobs that have been identified as having safety risks? Are there regular workplace safety inspections? Are workplace incidents investigated & corrective action taken promptly?

Scheduled Maintenance – Is general maintenance occurring in a timely manner & is it effective?

WHS Training – Are staff training needs being identified and provided for? Do staff know the policy & procedures for WHS maintenance in this school? Do staff know where to find the relevant details of WHS Policy & Procedures? Do new staff, contractors & volunteers receive a site induction before commencing work.

Budget – Is adequate funding available for WHS?

The first step in the review is a survey (via Survey Monkey) of all staff. The survey addresses the practical measures stated above and gives all staff a chance to express their views on the performance of our WHS Management System.

 **WHS Management System Review Survey.docx**

The results of the survey are discussed by the HSC and form part of the second step in the review process. In this second step, the HSC uses the following review tool to assess the performance of our WHS Management System.

 **WHS System Performance Review Tool.docx**

The final step in the review process is a report to staff on the results of the performance review. This report indicates clearly any areas of our WHS Management System that need improvement or alteration and gives an indication of the steps that will be taken to make the improvements or alterations and a timeline for doing so. Staff are welcome at all times to have input into this improvement process.

Performance Review 2013

The two documents below provide the 2013 Performance Review Survey results and the 2013 Performance Review Report from the HSC.

 **Response Summary to WHS Performance Review Survey Feb 2013.docx**

 **WHS System Performance Review March 2013.docx**

Action has been taken by the HSC to address all issues raised in the review.

Performance Review 2014

The documents below provide the 2014 Performance Review Survey results, the completed Performance Review Tool and the Performance Review Report.

 **WHS Performance Review Survey May June 2014.pdf**

 **WHS System Performance Review Tool November 2014.pdf**

 **WHS System Performance Review Report November 2014.docx**


Action has been taken by the HSC to resolve all issues raised in the Review Report.

Performance Review 2015

Note that due to the External Audit conducted on our WHSMS in March this year by Catholic Church Insurances, a full performance review will not be done this year. The external audit was extensive and the report can be viewed below in Element 14 Auditing.

Performance Review 2016

The documents below provide the 2016 Performance Review Survey results, the completed Performance Review Tool and the Performance Review Report.

 **WHSMS Performance Review Survey Results May 2016.pdf**

 **WHSMS Performance Review Tool August 2016.pdf**

 **WHSMS Review Report to Staff 2016.docx**

The HSC is satisfied that issues identified from this year's review have been addressed. This year, the issues were around some staff not being aware of particular aspects of our WHSMS. This has been addressed via the review report to staff.

Performance Review 2017

The documents below provide the 2017 Performance Review Survey results, the completed Performance Review Tool and the Performance Review Report.

 **WHSMS Review Survey Data 2017.pdf**

 **WHS System Performance Review Tool August 2017.pdf**

 **WHS Management System Performance Review Report 2017.docx**

Performance Review 2018

Note that due to the COSI WHS Audit to be conducted on our WHSMS in August this year by an external provider, a full performance review will not be done this year. The external audit will be extensive and the report, when available, will be available below in Element 14 Auditing.

ELEMENT 14: AUDITING

A WHS audit is an independent, systematic checking exercise which tries to find out whether workplace activities and outcomes are meeting planned arrangements, and complying with legislative, management system and other requirements.

An audit is not a health & safety inspection. While a WHS audit will include inspection activities to cross check system documents and records, an inspection will never provide the degree of system analysis undertaken during an audit. Audits involve a broader analysis of performance than just looking at what is going on in the workplace at any particular time.

WHS audits look at policies, procedures, plans that have been put in place to achieve the health and safety goals of the school. System records and documents will be examined by the auditor to judge how well policies, procedures and plans have been implemented. The auditor will also inspect the workplace, observe work practices and talk to people in the workplace to cross check that what is found in the records accurately reflects what is going on in the workplace.

The auditor uses all the evidence gathered to judge how well the WHS management system has been implemented and is operating. In light of these judgements the auditor may point out weaknesses in WHS performance and suggest how performance can be improved in the future.

At St Pius a partial WHS audit is carried out each year over the 6 year COSI (Continuum of School Improvement) cycle. This partial audit focuses on different elements of the system each year. A CSO WHS Officer will conduct these

audits. At least once in each 6-year COSI cycle, a full WHS audit will be carried out by an external provider appointed by the CSO. Deficiencies in the WHS system identified during an audit will be considered and addressed by the School Executive and HSC in a timely manner.

When considered appropriate, a full WHS Audit using an external authority will be scheduled. A full external audit will usually remove the need for a full internal WHS Performance Review to be conducted by the HSC in that particular year. Instead a simple staff survey will be run in that year to ascertain staff perceptions of how the system is running.


A Self-Assessment and Performance Reporting Matrix is also available for use if required. This can assist the HSC to assess how the WHSMS is performing at any given time. Click on the file below.

 **Self-Assessment and Performance Reporting Matrix.doc**

External Audit 2015

An External Audit was conducted on our WHSMS in March 2015 by Catholic Church Insurances (CCI). The report can be viewed below. The report is very encouraging. There is clear evidence that our WHSMS is a well-developed system that is working well to protect everyone on our site. Several recommendations for further improvement were made. These recommendations have been considered by the School Executive and the HSC and most if not all will be implemented in our ongoing work to ensure that the system continuously improves.

 **St Pius X High School Report Adamstown WHSMS Review Report - 20 March 2015.pdf**

 **Recommendations from the External Audit of the WHSMS at St Pius.docx** – the items listed in red in this document were addressed and rectified in September–October 2015.

ELEMENT 15: CONTINUOUS IMPROVEMENT

At St Pius a number of steps are taken to ensure that our WHS system continues to improve:

- Deficiencies noted during Performance Reviews & Audits are responded to and corrected in a timely manner
- Staff are encouraged to suggest improvements to the system. This is usually done through the HSR
- The School Strategic & Improvement Plans identify aspects of the WHS system as foci for improvement
- The HSC discusses, develops & implements regular improvement plans which address aspects of the WHS system that may be in need of attention
- The School Executive, HSC & HSR share what we are doing at St Pius with other schools and consider what other schools are doing when reviewing the performance of our own system. We look for new technologies and ideas that may be of use. We take note of suggestions & directives that come from the CSO.

