**\***A Staff member may prefer to complete a Risk Management form available on the school website and hand this to HSR.

HSR completes Risk Management form if appropriate & consults with appropriate workers/officers to resolve the hazard/issue. HSR will alert WHS Committee to any issues needing consideration.

**REPORTING & RESOLUTION OF A WHS ISSUE AT ST PIUS X HS ADAMSTOWN**

Is there immediate risk of serious harm?

Is it simply a maintenance issue?

NO

**RESOLUTION**

NO

Principal notifies WorkCover & CSO immediately & ensures site of hazard/issue is undisturbed

YES

Is this a notifiable issue?

Principal or delegate takes immediate action to resolve the hazard/issue.

Maintenance Officer attends to issue & reports back to Staff member

Staff report issue via Maintenance Request Helpdesk

YES

Restrict access to area, ensure safety of all people & report issue to Principal, AP or HSR immediately

YES

Staff report issue to HSR via WHS Helpdesk**\***

NO

Hazard/Issue Identified