**WHS Management System Performance Review Report**

**August 2017**

The results of the WHS System Performance Survey given to all staff have been analysed by the Health & Safety Committee (HSC). 43 staff (41% approx.) responded to the survey. The Committee used these results, site inspections and other data to complete the WHS System Performance Review Tool. Completion of this tool has confirmed that our WHSMS is currently working effectively to keep staff, students & visitors safe on site.

The site inspections revealed a single very minor safety issue in a classroom (415). It revealed several maintenance issues. The safety issue & the maintenance issues will be resolved ASAP. The site inspection this year also collected data on fans & air conditioning in classrooms/offices. We now have a list which will be used to implement repairs to existing units where needed and new installations moving forward. 7 rooms have received air condition this year by installing units removed from the Library.

We do need to hold more regular emergency evacuation & lockdown practices.

Works on the new Library seem to be progressing well with no major WHS incidents affecting the school having occurred. Safety fences are effectively partitioning the works from the usable school grounds & buildings.

The staff survey results are now available on the WHS page of our website in Element 13 Performance Review.

In order to address areas where some staff were unsure of elements of our system, I provide below some salient information.

* All details of our WHS Management System, including policy & procedures, are available on the WHS page of our school website.  If you have not visited this page for a look, please ensure that you do so.  It is important that you know what’s there & where it is located.
* Our consultation arrangements here at Pius are that we have both an HSR (Mark Pearce) who is fully trained in this role and a Health & Safety Committee (HSC), consisting of Mick Maher (Chairperson), Mick Curk, Helena Slee, Gail Moy, Mark Pearce & me.  The HSC meets once per term or more often if the need arises.  Membership of this committee is open to all staff.
* Consultation of staff occurs either at meetings/briefings or via email when changes to WHS policy or procedure are proposed or mandated by changes to legislation.  Any staff member can raise a policy or procedural issue at any time by contacting any member of the HSC or any member of the School Exec Team.
* WHS should be an agenda item on all meetings.  I stress here the word “meetings”.  We do not usually need to include WHS as an item at staff meetings dedicated to PL or PL Days.  The WHS agenda item on meeting agendas is there to enable the raising & discussion of WHS issues that may require a policy or procedural change or where a WHS report has been made previously but does not seem to have been addressed.  It is NOT designed as a “collect-all” for initial, individual WHS reports, which should be made via the online WHS Helpline.
* Every staff member is responsible (in law) for keeping themselves & others safe in the workplace.  This requires all staff members to be observant and to report hazards or potential hazards in a timely and appropriate way.  We are all responsible for our safety here at work.  All staff are expected to have read the WHS policy & procedures in force at St Pius and to operate in accordance with them.
* All teachers are responsible for ensuring that all students in each class you teach know the procedures to follow in emergencies.  Obviously, reminders every now & then are a very sensible idea and should be provided.
* All staff are responsible for ensuring that emergency evacuation maps and procedures are in clear view and easily accessible in each room in which you work.  If you require replacements please request these from Mark Pearce.
* Both the WHS & Maintenance Helpdesks are working effectively.

Bob Emery

On Behalf of the HSC

1/9/17