**WHS SYSTEM PERFORMANCE REVIEW TOOL 2013**

This WHS System Review tool has been completed by the WHS Committee and signed off by the Chairperson. The results of the review have been analysed by the WHS Committee and recommendations of improvements to the system are included in the report that follows.

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| **Tick when done** | **Review Item** |
| √ | WHS System Performance Review survey has been administered to the staff and the results collated, analysed and discussed by the WHS Committee. |
| No | WHS Policy, Procedures & Goals are in place – **Goals for 2013?** |
| No | Staff know the WHS consultation arrangements – **50% do not.** |
| √ | Staff are consulted on changes to WHS policy & procedure. |
| No | WHS is an agenda item at all meetings – **not all meetings.** |
| √ | All staff know who the HSR is and what his/her role is. |
| √ | There are regular efforts by staff to identify hazards, assess risks & implement control measures. |
| √  √  √  √  √  √ | There are SOPs in place for all jobs/machines/equipment that have been identified as having safety risks. Check with and tick each: TAS Coordinator  Science Coordinator  Creative & Performing Arts Coordinator  Cleaning Team  Maintenance/Grounds Staff  Canteen Supervisor |
| √ | There are regular workplace safety inspections. |
| √ | Workplace incidents are investigated & corrective action is taken promptly. |
| √ | General maintenance occurs in a timely & effective manner. |
| √ | Emergency procedures for fire, bomb, lockdowns, etc are practised on a sufficiently regular basis. |
| √ | Staff know where to find the relevant details of WHS Policy & Procedures. |
| √ | Staff know the Policy & Procedures for WHS maintenance. |
| √ | Staff know how to report a WHS risk to the HSR or other appropriate person. |
| √  √  √  √ | Site inductions are provided for new and casual staff, contractors & volunteers before commencing work. Verify with and tick each:  Principal  Maintenance/Grounds Staff  Canteen Supervisor  External Music Tutor Supervisor |
| √  √  √  √  √  √ | Safety training needs are identified and provided for. Tick each:  Chemical Safety  Fire Safety  General WHS via On Guard  Manual Handling – **needs updating**  Anaphylaxis – **needs updating**  Asthma – **needs updating** |
| √ | Adequate funding is available for WHS. Verify with Principal. |

The above is an accurate assessment of the effectiveness of the WHS Management System in operation at St Pius X HS Adamstown as at the date below.

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WHS Committee Chairperson Date

**WHS Management System Performance Review Report March 2013**

The results of the WHS System Performance Survey given to all staff have been analysed by the WHS Committee. The Committee used these results and other data to complete the WHS System Performance Review Tool. This tool helped to identify areas of the system that need improvement or alteration. This report presents to staff all areas of the WHS Management System at St Pius that the WHS Committee has found to be in need of improvement or alteration.

* Goals for 2013 need to be set. Suggested goals are:
  + Formal training of HSR
  + Anaphylaxis, Asthma & Manual Handling update training for staff
  + Full implementation of Contractor Management policy & procedures
  + Review policies & procedures to ensure compliance with Work Health & Safety Act 2011
  + Work place (walk around) inspections to be done each term

* At St Pius we fulfil our responsibility to consult with all workers by having an elected HSR and a WHS Committee. Staff awareness of these consultation arrangements needs to be enhanced. The arrangements are clearly explained on the WHS page of the school website. Staff need to be reminded of these arrangements at Faculty Meetings, Staff Meetings, Briefings etc. The Principal has published a memo to all staff explaining the consultation arrangements in place at St Pius (21/2/13).
* WHS is not an item on all meeting agendas at present. Any staff member responsible for preparing meeting agendas needs to ensure that WHS is an item on those agendas. This is a requirement of our WHS Management System. The Executive will remind all staff of this requirement as often as possible.
* With regard to general maintenance, responses to requests via the Maintenance Helpdesk need to be more prompt & indicate a timeline for resolution. Apart from that the system seems to be working well.
* Staff are saying they would like emergency procedures practised more often than at present.
* WHS Committee suggests more frequent reminders by Executive & Management Team to staff about aspects of the WHS Policy and the WHS Management System and about where this information can be accessed. **WHS Committee also reminds staff that it is each person’s own individual responsibility as a worker on this site to make himself/herself aware of the WHS Policy & the WHS Management System at St Pius.** This is a requirement of the WHS Act 2011.
* Formal WHS Site Inductions for volunteers in the Canteen will commence at the start of Term 2.
* Anaphylaxis, Asthma & Manual Handling update training is required this year for all staff.
* Is there any other issue that the WHS Committee should be aware of? If so, please contact Michael Maher and let him know the details.

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WHS Committee Chairperson Date