**WHS Management System Performance Review Report November 2014**

The results of the WHS System Performance Survey given to all staff have been analysed by the Health & Safety Committee (HSC). 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 HSC has found to be in need of improvement or alteration.

* WHS is still not an item on all meeting agendas at present. There has been improvement in this area since last year. 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.  
    
  Also, staff need to be aware that this item is on agendas to allow staff to ask questions about aspects of the system when necessary and to allow staff to raise issues that we may need to address in how our WHS Management System operates. **This item is not on the agendas as a repository for all of the WHS hazards that people have noticed since the last meeting.** It is essential that such hazards be reported by staff using the Online WHS Helpdesk as they are observed.
* With regard to general maintenance, responses to requests via the Maintenance Helpdesk were an issue, as they were last year. Issues include: (i) time taken to get issues resolved; and (ii) reporting back to person who issued the request once it is dealt with.  
    
  We need to look more closely at this. The Groundsmen do consult the Helpdesk regularly and do attempt to respond to requests as soon as possible. Obviously, there can be differences of opinion as to the priority of particular requests.  
    
  The Principal will raise this matter with the Grounds Staff at the Grounds Staff Meeting before the end of this year. We will try to refine the procedures in place.
* Question was raised as to whether we do effective Site Inductions for Casual Teachers. We do so for newly appointed permanent & temporary staff, for contractors and for volunteers. We do not do this well for Casual Teaching Staff. This will be discussed at the next HSC Meeting where we will formulate a resolution to this issue.
* **The HSC 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.
* Anaphylaxis training occurred earlier this year. Asthma update training will occur on December 18.
* Is there any other issue that the HSC should be aware of? If so, please contact Michael Maher and let him know the details.
* Copies of the WHS System Performance Review Survey results, this report and the WHS System Performance Review Tool are available on the WHS page of our school website.

Michael Maher 19/11/14

**HSC Chairperson** **Date**