

WHS SYSTEM PERFORMANCE REVIEW TOOL

This WHS System Review tool will be completed by the WHS Committee each year and signed off by the Chairperson when complete. The results of the review will be analysed by the WHS Committee and recommendations of changes to the system made if necessary. Such recommendations will be made to staff at the earliest possible time after the review.

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.
✓	WHS Policy, Procedures & Goals are in place.
✓	Staff know the WHS consultation arrangements.
✓	Staff are consulted on changes to WHS policy & procedure.
MM X	WHS is an agenda item at all meetings. <i>Work in progress - better than in 2013.</i>
✓	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.
MM ✓	There are SOPs in place for all jobs/machines/equipment that have been identified as having safety risks. Check with and tick each: <div style="display: flex; align-items: center;"> <div style="margin-right: 10px;"> ✓ TAS Coordinator ✓ Science Coordinator ✓ Creative & Performing Arts Coordinator ✓ Cleaning Team ✓ Maintenance/Grounds Staff ✓ Canteen Supervisor </div> <div style="font-size: 3em; margin-right: 10px;">}</div> <div> <i>Checked by members of HSC.</i> </div> </div>
✓	There are regular workplace safety inspections.
✓	Workplace incidents are investigated & corrective action is taken promptly.
MM X	General maintenance occurs in a timely & effective manner. <i>Principal to direct Maintenance Officers to do this.</i>
✓	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 staff, contractors & volunteers before commencing work. Verify with and tick each: Principal Maintenance/Grounds Staff Canteen Supervisor External Music Tutor Supervisor <i>Casual Teaching Staff ?</i>
✓ ✓ ✓ ✓ ✓ ✓	Safety training needs are identified and provided for. Tick each: Chemical Safety Fire Safety General WHS via OnGuard Manual Handling — <i>via On Guard</i> Anaphylaxis Asthma — <i>end of 2014 PD Day</i>
✓	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.

M. S. Lal

WHS Committee Chairperson

19/11/14

Date