**Report To Staff re WHSMS Review Survey**

As all staff would be aware, in May the Health & Safety Committee (HSC) ran a review survey to check the effectiveness of our Work, Health & Safety Management System (WHSMS). This is the first step in our annual review of our WHSMS. The HSC will also conduct specific checks of many aspects of the system including induction practices with new staff/contractors etc, the existence of appropriate Safe Operating Procedures for machines & equipment identified as possible risks and provision of WHS training. These annual reviews are an essential feature of our WHSMS and help to ensure that our system functions effectively in keeping everyone safe at work.

Thanks to everyone who took part in the survey. 40 people responded, slightly down on previous responses but still nearly half the staff. The results of the survey were very positive in all aspects. Please see the survey attached to this email to view details.

Some questions indicated that a few people were not aware of particular aspects of the system. So, to provide those people with the appropriate information, I have included the information below.

All staff will be notified of the outcome of the full WHSMS Review once it is completed.

Thanks to our wonderful colleagues who offer their time & energy as members of the HSC (membership indicated below). PS – we are always open to new members.

**Specific Information Requested:**

Q1 Do you know where to find the relevant details of the WHS Policy & Procedures, as well as other aspects of our WHS Management System?

**Answer:** On the school website, go to the “Our School” tab & then to the “WHS” page.

Q2 Do you know the WHS consultation arrangements available to staff at St Pius? That is, do you know whether we have an HSR or a Health & Safety Committee (HSC) or both?

**Answer:** We have both. The HSR is Mark Pearce. The HSC consists of Mick Maher (Chair), Mick Curk, Helena Slee, Gail Moy, Mark Pearce & Bob Emery.

Q5 Is WHS an agenda item at all meetings?

Responses indicated this is getting better. WHS is on most meeting agendas but it was mentioned that the reason it is on the agenda is not clear in some cases. Some people still think it is there to catch items that need to be fixed eg branch needs cutting off tree before it drops, light switch is coming off wall in Room 401, etc. Such things should be reported via the Online Helpdesk ASAP or straight to a Coordinator or Exec member if urgent. The WHS item on meeting agendas is meant to provide an opportunity for people to raise WHS issues that perhaps need attention eg we need a better procedure for dismissing students from School Dances or we need to do more Emergency Drills or gas taps in the labs seem to be suffering damage on a regular basis, etc.

Q7 Do you know the procedure to follow to alert the HSR or another appropriate person to the presence and nature of a risk you discover?

**Answer:** Use the Online WHS Help Desk or if the matter is urgent contact a Coordinator or Exec Team member immediately.

Helpdesks – general comment – at least 75% of staff find the online Helpdesks for WHS & Maintenance issues are working effectively.

Bob

On behalf of the HSC

1/6/16