**Recommendations from the External Audit of the WHSMS at St Pius**

The following recommendations come from the report on the WHSMS audit conducted in March 2015. Many of these recommendations are just that. They are not mandatory. They are suggestions from the auditor as to how we may improve our existing system. Some recommendations, however, are clearly very important to implement as soon as possible to improve the WHS at St Pius. These recommendations have been marked in red. The HSC will consider all the recommendations, giving priority to those marked in red, and will decide on appropriate action. This will take place as soon as possible this year.

* Signed copy of WHS Policy to be scanned and placed on the schools website.
* Does our school measure the WHS performance of all workers and management? Formalise WHS performance reviews to include this. Coordinators could incorporate these WHS performance reviews within their existing teacher meeting schedules. **General Guidance:** It is important that the key WHS management systems accountabilities and responsibilities are well defined and communicated to the relevant workers. Workers should then be measured against their WHS performance to ensure that the organisation’s WHSMS is understood and implemented. Worker performance appraisals and reviews against position descriptions are forums to measure WHS performance.
* Whilst there is a notice on display highlighting the HSR, there is no signage available to highlight who is on the WHS Committee. There is a note on the website.
* In the Issues Resolution flowchart, move the asterisks from the “WHS Helpdesk” to the “Risk Assessment” section as this is better reflects the process required for logging WHS tasks/ completing risk assessments.
* Consider running reports on issues reported to the WHS Helpdesk to then be discussed at the HS Committee meetings for trends analysis.
* Excursions: include section in Risk Assessment for monitoring & reviewing how things went.
* Items noted during the site inspection:
  + Annual fire safety statement was unable to be located. – since located & displayed.
  + Certificates of Plant for the lifts were unable to be located.
  + Evacuation and lockdown procedures were not on display in classrooms.
  + The hospitality room requires a larger first aid kit sign; as does the canteen.
  + Kitchen knives are stored above the sinks in the hospitality room; there is the potential for knives to slip out of ‘wet’ hands and/or fall in close proximity to where students may be washing up.
  + Safety Data Sheets were not easily identifiable within the hospitality or maintenance areas.
  + The maintenance area first aid kits require updating.
  + Ensure a 1 metre radius exists around all fire equipment and the emergency showers.
  + Gas/ electrical shutoff switches within the science labs and TAS rooms require signage.
  + Relocate mops and brooms out of the TAS welding areas.
  + ‘On-guard’ system JSA’s are required in the metal room.
  + TAS room storage cabinet for flammable goods was found unlocked.
* For the maintenance staff to cease using the maintenance sheds/storage areas for their associated breaks and use other existing staff lunch rooms available. – I have told Tony & Dan that they cannot use their sheds for meal breaks.
* Flammable chemicals cabinets were found to be unlocked. Safety Data Sheets were not easily identifiable across the school in areas where chemicals are being stored. Management should review how chemicals are being stored across the school and ensure the hazardous chemicals are being stored in the locked cabinets. Safety Data Sheets should also be easily identifiable and available where chemicals are being stored.
* Evacuation and lockdown **procedures** are to be displayed across the school. – evacuation maps are up but not procedures – we don’t need details just very brief statements of what to do when particular bells ring.
* Utilise the WHS Committee to undertake trends analysis for workplace incidents, hazards and injuries etc to prevent recurrences with feedback to then be included in the meeting minutes.

Bob Emery

Principal

26/8/15