



## St Pius X High School WHS Consultation Statement

St Pius X High School, Adamstown is committed to protecting the health, safety and wellbeing of all our employees and others undertaking work such as volunteers and contractors. Our school will consult with its employees and others undertaking work in implementing safety practices and systems. The involvement of employees at all levels and of others undertaking work such as volunteers and contractors is critical for ensuring a safe workplace.

At St Pius, the following consultation arrangements have been agreed to: (1) an HSR has been elected for the whole school as a work group; (2) a Health & Safety Committee (HSC) is in operation to oversee the WHS System at the school.

**Currently, the HSR is Mark Pearce and the HSC is composed of the following members: Michael Maher (Chairperson), Helena Kitley, Michael Curk, Mark Pearce (HSR) and Bob Emery.**

Consultation is achieved via a number of different methods:

- informal day to day discussion between staff and their Coordinators or supervisors or the Executive
- informal discussion between staff and the HSR, who then liaises with Coordinators or the Executive
- formal discussion at meetings - every meeting agenda has WHS as an agenda item
- formal discussions at the HSC which meets at least once per Term
- noticeboard flyers, hard-copy memos, electronic correspondence, & surveys
- communication between supervisors and the contractors or volunteers they are responsible for supervising eg between Maintenance Officer and contractors; between Canteen Supervisor and canteen volunteers

Staff and others undertaking work are advised of the outcome of consultation usually by email, although other methods may be used where appropriate eg at a staff meeting or briefing, by phone conversation and so on. Any actions required as a result of consultation will be carried out as soon as is reasonably practicable and in accordance with the general principle of subsidiarity. Where the action required is to resolve an identified WHS issue, the **WHS Issue Resolution Process** will be followed. A flowchart describing this process is available on the WHS page of our website in Element 8 Risk Management.

At St Pius, the WHS Policy is available on the website and all staff are reminded regularly by the Executive and/or the HSR of their need to be familiar with the Policy and with the WHS Management System in place at this school. Staff are reminded regularly by the Executive and/or the HSR of their need to be aware of their responsibilities under the WHS Act 2011.

The agreed **WHS issue resolution process** is displayed on the Staff Noticeboard in the Lunch area of the Staff Room. This issue resolution process is implemented by the school as part of normal school operations. All WHS documentation is easily accessible by all staff via the website and staff are reminded at various times through the year where WHS documentation can be accessed. As our website is open to the public, all volunteers and contractors can also access all WHS documentation.

An online WHS Helpdesk is available on the school network to enable staff to report WHS hazards or issues to the HSR. This helpdesk provides staff with an opportunity to contribute to the decision making process relating to the WHS issues they are reporting. The WHS Helpdesk asks staff for their view on how to resolve the issue they are reporting.

Consultation on WHS issues must be meaningful and effective to allow each staff member to contribute to decisions that may affect their health, safety and welfare at work. All staff and others undertaking work are given the opportunity to express their views and contribute in a timely manner to the resolution of WHS issues that affect them. The various methods of consultation at St Pius have been listed above. The views of staff and others undertaking work will be valued and taken into account by those making decisions.

The Executive and/or Coordinators or supervisors are required to consult with staff acting under their instruction and with others undertaking work whenever:

- risks associated with workplace activities are being assessed and decisions are being made about the control of these risks, and;
- changes are proposed to the facilities, equipment, substances or systems of work.

The Role Statements for the HSR and the HSC are contained in the document: Role Statements HSR HSC, available on the WHS page of our website.

The consultation arrangements described above will be monitored and reviewed by the HSC on an ongoing basis to ensure that consultation with all employees and others undertaking work is effective and that all safety issues are being addressed.