Education & Communities

WHS consultation statement for the Saturday School of Community Languages

The Commitment

The Saturday School of Community Languages 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.

The consultation arrangements have been established to enable effective consultation to occur and to promote safety and health at all centres of the Saturday School of Community Languages.

Consultation Arrangement

The Saturday School of Community Languages has agreed informal procedures as its means of consultation in the school.

Agreed Informal Procedures

Health and safety is placed on the Centre Staff Development Workshop agendas in Terms 2 and 4. In these meetings anyone can raise a health and safety issue concerning them, and the centre supervisor holding the meeting invites health and safety issues to be raised, discusses solutions and informs staff about health and safety matters.

In the last memo of Terms 1 and 3, the Principal will issue a reminder for staff to raise any health and safety concerns with their centre supervisor, as and if they arise.

In addition, employees and others undertaking work are directly consulted about health and safety matters concerning them.

Where it is not possible to hold a meeting to discuss a health and safety matter, the Principal or the centre supervisor will send out an email or include it in the weekly memo and will seek feedback. All employees participate in health and safety matters.

How employees and others undertaking work will be consulted about health and safety

All employees and others undertaking work have a collective and individual responsibility for workplace safety. If unable to resolve issues by themselves, staff should raise any hazards or health and safety concerns with their centre supervisor so the matter can be properly addressed. Matters not resolved by the supervisor should be addressed through the Department's WHS Issue Resolution Procedures by raising it with their Principal or through the agreed informal arrangement (e.g. at a Centre Staff Development Workshop).

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Consultation on health and safety matters is also to occur as part of daily work activities, between employees and others undertaking work and supervisors, in particular when planning and implementing new work systems and practices. When a health and safety issue is raised the centre supervisor will consult with the relevant employees and others undertaking work.

Consultation methods will include electronic correspondence, via the weekly memo and centre newsletter and discussion at Centre Staff Development Workshops. Consultation arrangements will be publicised among existing employees, new employees and others undertaking work at the workplace.

Consulting with host schools

The Principal, Saturday School of Community Languages and the Principal of the host school have established a two-way link of communication to raise workplace safety and any health concerns if and as they arise.

Establishment of consultation arrangements

At the Term 1 Leadership team meeting executive members discussed the types of consultation arrangements and decided on the establishment of agreed informal procedures as appropriate for the school. This decision has been discussed at all centres of the school in the Term 1 Centre Staff Development Workshop.

Review of consultation arrangements

It has been agreed by the school that these WHS consultation arrangements will be monitored and reviewed 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.

Name: Adelia Fuller, Principal
Signed:
Date: 10 April 2014

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