

OCCUPATIONAL HEALTH AND SAFETY POLICY STATEMENT

COMMITMENT

Prairiewood Languages High School is committed to protecting the health and safety of all staff and students, and aims to provide the highest standards of safety and welfare for visitors to the school.

As all members of the school community are responsible for supporting and implementing this policy, regular feedback and input to the OH&S Committee is critical if we are to effectively monitor and maintain high standards. To this end, an OH&S Committee was established to promote and raise awareness of OH&S issues, monitor policy implementation and address issues and concerns.

As part of this commitment, a risk assessment of all students transferring their enrolment to this school will be conducted by the principal. Should there be any significant or ongoing concerns (based upon participation in previous incidents involving violence), the principal will refer the matter to the school's OH&S Committee for consultation and advice.

OH&S COMMITTEE

The Prairiewood High School OH&S Committee has been established in accordance with DET policy, with additional members included to ensure adequate representation across the school.

Although the Principal has overall responsibility, another member of the committee (acting as Chief Executive Officer) will be responsible for preparing the meeting agenda and, in consultation with the principal, supervising the follow-up action for issues which need to be addressed. The CEO will also chair meetings in the principal's absence. One member will be appointed as secretary and will be responsible for recording and distributing minutes from the monthly meetings.

The OH&S Committee membership for 2004-2005 includes: John Pickering (principal), Bruce Jackson (CEO and HT Soc. Sciences), Dave Rose (HT Industrial Arts), Belinda Beileiter (SASS Office), Rhonda Pearl (Science SASS), Val Hull (HT Performing Arts), Laraine Gava (Science teacher) and Heidi Smith (Visual Arts teacher). Election of committee members will take place every two years.

HOW EMPLOYEES WILL BE CONSULTED ABOUT THIS

Staff are encouraged to provide feedback directly to committee members at any time, and especially prior to each advertised monthly meeting.

OH&S issues and general concerns which may arise at any time should be entered onto the OH&S reporting clipboard in the office of the HT Admin. as a means of ensuring that the OH&S committee is notified at its next meeting and so that any necessary action may be taken, as required. ***OH&S issues or concerns raised by parents or visitors to the school should be entered on the OH&S clipboard by the school staff member to whom the matter is reported.***

Staff are also invited to raise any OH&S issues for discussion at monthly staff meetings.

As part of the agenda for each meeting, the OH&S Committee will conduct a site inspection and determine action to be taken for notified issues and any that are detected during the inspection. Reports of all issues and action will be published for the information of all staff via the Staff Weekly Bulletin.

*For serious issues which require immediate or very urgent attention/action, the principal or CEO should **immediately be advised in person.***

REVIEW OF CONSULTATION ARRANGEMENTS

These arrangements, and work practices, will be monitored and reviewed on an ongoing basis.

