

**SANDY HOLLOW PUBLIC SCHOOL**

**Commitment**

Sandy Hollow Public School is committed to protecting the health, safety and wellbeing of all our employees. The school will consult with all employees in implementing safe practices and work systems. Employee involvement is critical for ensuring a safe workplace. OHS Representatives have been elected to enable effective consultation to occur and to promote health and safety in the workplace. We will be transitioning to a whole staff consultation committee over the next two years.

**OHS Representatives**

The OHS Representatives have been elected by employees for a two year term in accordance with the procedures agreed between Sandy Hollow Public School and their employees, and are eligible for re-election. The OHS Representatives are: Jenny Rose (SASS) and Peta-Jane Higgins (teaching staff).

The OHS Representatives are responsible for raising specific health and safety issues that arise in relation to employees in their workgroup. The workgroup is all employees who work for the Department of Education and Training located at Sandy Hollow Public School.

All employees 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 during allocated time in weekly staff meetings so the issue can be properly addressed. Issues not resolved during this time should be raised with their Principal.

The OHS Representatives will coordinate workplace safety inspections once a year and review incident investigations and risk management with the whole staff.

**How employees will be consulted about OHS**

When an OHS issue is raised the consultative group will consult relevant members of their workgroup.

The principal will respond to OHS issues raised by the consultation group within a reasonable period of time, obtaining advice and assistance from appropriate regional and state office staff.

The OHS Representatives will feed back to their workgroups the outcomes of any consultation. Consultation and communication will be via noticeboard flyers, with fortnightly staff meetings used for discussion. The OHS consultation arrangements will be publicised among existing and new employees. The principal will be responsible for maintaining appropriate records.

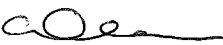
Consultation on OHS matters is also to occur as part of daily work activities between staff and the Principal in particular when planning and implementing new work systems and practices.

**Establishment of consultation arrangements**

A presentation on OHS consultation arrangements was given to staff during a fortnightly staff meeting. At subsequent meetings staff members discussed the types of consultation arrangements and decided on the establishment of OHS Representatives as appropriate for the school.

**Review of consultation arrangements**

It has been agreed by the school that these OHS consultation arrangements will be monitored and reviewed on an ongoing basis to ensure that consultation with all employees is effective and that all safety issues are being addressed.

Signed: .....Principal

Date: 28.3.13