Tarro Public School WHS Consultation Statement

The Commitment
Tarro Public School 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 Tarro Public School.

Consultation Arrangement
Tarro Public School has agreed informal procedures as its means of consultation in the school.

Agreed Informal Procedures
Health and safety is placed on all weekly staff communication meeting agendas. In these meetings anyone can raise a health and safety issue concerning them, and the Principal holding the meeting invites health and safety issues to be raised, discusses solutions and informs staff about health and safety matters.

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 will send out an email (or other communication) and seek feedback. All employees and others undertaking work 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 the Principal so the matter can be properly addressed. Matters not resolved by the Principal should be addressed through the Department's WHS Issue Resolution Procedures or through the agreed informal arrangement (e.g. at a weekly staff communication meeting).

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.

Consultation methods will include noticeboard flyers, electronic correspondence and regular weekly staff communication meetings used for discussion. Consultation arrangements will be publicised among existing employees, new employees and others undertaking work at the workplace.

Alternative consultation arrangements will be used to assist the Principal consult with those who do not have ready access to the weekly staff communications meeting particularly volunteers and contractors who have an ongoing work role at the school. Specifically, as they are a regular source of volunteers, and as an organization with shared health and safety responsibilities, the Principal (or delegate) will, on invitation, attend P&C meetings to consult on health and safety matters. Cleaners will communicate via a “Cleaner’s book”, and if requested, a meeting can be organised to discuss issues of concern. Communication may also be face to face, by email, fax or through the school’s newsletter.
Establishment of consultation arrangements

A presentation on health and safety consultation arrangements was given to staff during a Staff Development Day held on Tuesday 28th January 2014. At the meeting staff members discussed the types of consultation arrangements and decided on the establishment of agreed informal procedures as appropriate for Tarro Public School.

Review of consultation arrangements

It has been agreed by Tarro Public 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.

<table>
<thead>
<tr>
<th>Name: <strong>Principal</strong></th>
<th>Christopher Parkinson</th>
</tr>
</thead>
<tbody>
<tr>
<td>Signed:</td>
<td></td>
</tr>
<tr>
<td>Date:</td>
<td>28/1/2014</td>
</tr>
</tbody>
</table>