

# WHS consultation statement for Clarke Road School

12 Mar 2025



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## The Commitment

Clarke Road School is committed to protecting the health, safety and wellbeing of all our employees and others undertaking work such as volunteers and contractors. Our Clarke Road 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 Clarke Road School.

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## Consultation Arrangement

Clarke Road School has a Health and Safety Committee as its principle means of consultation in the school.

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Clarke Road School has agreed informal procedures as its means of consultation in the school.

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## Health and Safety (HS) Committee

The HS Committee consists of four members (1 teacher, 1 SLSO, SAM, Deputy Principal- Chair) and one employer representative, the [Principal/workplace manager]). The size of the committee was agreed as part of the consultation process.

The employee/others undertaking work members of the Committee are selected from each of the following groups (select appropriate groups for other workplaces):

1. Teaching staff
2. School Learning Support Officer (SLSO) staff

(Please note, a volunteer or contractor may be selected for the committee if they have an ongoing participation in the workplace; they may replace one of the positions or be an additional position).

The members who are employees or others undertaking work self-nominate/volunteer, and where there is more than one person interested in a position, an election is held at an all staff meeting. Members who are employees or others undertaking work have a 7 year term, however they may resign at any time and they may stand for another term. Committee members will receive training and instruction in work health and safety, including consultation, through on-line e-learning and from the employer representative and/or from others such as the local WHS Consultant. The [Principal/workplace manager] or their delegate is responsible for organising the training and instruction in consultation with the Chairperson.



The committee members are Tanya Townsend (Teacher representative) and Annie Dempsey (SLSO staff representative). The Chairperson is Kavi Razzaghi-Pour. The employer representative is Rebecca Saunders ([Principal/workplace manager]). Another member of the committee is Leanne Dries (SAM).

The HS Committee meets four times a year. If an urgent WHS issue arises between meetings then an extraordinary meeting will be held.

The HS Committee will assist with the development and monitoring of safe work practices and systems for managing health and safety and discuss issues that affect the health, safety and wellbeing of all employees and others undertaking work at Clarke Road School. The committee will conduct workplace safety inspections prior to every second HS Committee meeting. The committee will review incident investigations and risk management in consultation with the group they represent. The Clarke Road School will respond to HS Committee recommendations within a reasonable period of time, obtaining advice and assistance from appropriate state office staff including WHS Consultants.

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## Agreed Informal Procedures

Health and safety is placed on all staff meeting agendas. In these meetings anyone can raise a health and safety issue concerning them, and the [Principal/workplace manager] or other manager 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 or their delegate sends out an email (or other communication) and seeks feedback. All employees and others undertaking work participate in health and safety matters.

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## 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 supervisor or manager so the matter can be properly addressed. Matters not resolved by the supervisor or manager should be addressed through the Department's WHS Issue Resolution Procedures by raising it with their [Principal/workplace manager], with their HSR (where applicable), with the Health and Safety Committee if there are not an HSR in the workplace, or through the agreed informal arrangement (e.g. at a staff 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. When a health and safety issue is raised the HS Committee will consult with the relevant employees and others undertaking work.

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

(For HS Committees: Staff will be invited to submit agenda items prior to each HS Committee meeting. The HS Committee will report to staff on the outcomes of HS Committee meetings. Minutes will be taken by a committee member and all staff will have access to the minutes via noticeboard flyer and email.)



Alternative consultation arrangements will be used to assist the [Principal/workplace manager] consult with those who do not have ready access to the HS Committee, particularly volunteers and contractors who have an ongoing work role at the Clarke Road 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 through the Deputy Principal to discuss issues of concern. Communication may also be face to face, by email, fax or through the Clarke Road School newsletter. *(Amend this paragraph as required, detailing the main groups of volunteers and contractors and others without ready access to the HS Committee/HSR such as shift workers and evening staff, and how each group will be consulted).*

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## Establishment of consultation arrangements

A presentation on health and safety 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 an HS Committee/agreed informal procedures as appropriate for the school. Volunteers and contractors were included in the consultations.

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## Review of consultation arrangements

It has been agreed by the Clarke Road 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: <i>Principal / Workplace Manager</i>	REBECCA SAUNDERS
Signed:	R. Saunders
Date:	12.3.25