

TALBOT PRIMARY SCHOOL

OCUPATIONAL HEALTH AND SAFETY ISSUE RESOLUTION POLICY

General:

1. This Agreement is between the principal as employer representative and the employees of Talbot Primary School.

Objective:

2. The objective of this Agreement is to prescribe a procedure for the effective resolution of health and safety issues as they arise.

Legislation:

3. This Agreement is made in compliance with Division 8, Part 7 of the Occupational Health and Safety Act 2004, in any instance where this Agreement conflicts with the Act or Regulations, the Act and Regulations shall prevail.

Preventative management:

4. Principals have an ongoing responsibility to maintain a safe workplace for employees and effective action should be taken to control workplace hazards. Wherever possible principals and the Occupational Health and Safety Representative should attempt to resolve health and safety issues at the local level.

Parties to the resolution of issues:

5. (1) The principal must nominate members of the leadership team who are responsible for dealing with the following health and safety issues:
 - Provision of first aid services
 - Organising health and safety committee including minutes, agenda and report for School Council
 - Conducting workplace inspections
 - Administering facilities and equipment maintenance
 - Providing protective apparel for staff and students in designated areas
 - Ensuring professional development and training needs in OHS are included in the schools professional development plan

As far as is practicable the principal must-

- (a) notify the employees of the nominations in the manner that is, and in the languages that are, appropriate; and

(b) notify in writing the health and safety committee, of the nominations

(2) If an issue arises before nominations have been made, the principal is responsible for dealing with the issue or, if the principal is not available, the most senior management representative in that part of the school where the issue has arisen is responsible for dealing with the issue.

(3) A person other than a health and safety representative or an employee nominated above must not act on behalf of employees in that part of the school where the issue has arisen.

(4) If there is no health and safety representative, the employees in that part of the school where an issue has arisen may nominate any employees to act on their behalf.

(5) At any stage in the resolution of an issue, any party may call in any relevant organisations of employees or of principals to assist the parties to resolve the issue.

Procedure for reporting issues:

6. (1) If an employee wishes to raise a health and safety issue in a school where there is a health and safety representative, that employee must report it to the principal or the management representative.

(2) If an employee wishes to raise a health and safety issue where there is no health and safety representative, that employee must report it to the principal or the management representative and/or to the employees who work in that part of the school concerned.

7. The principal or management representative who identifies a health and safety issue must report it to the health and safety representative, or if there is no representative, to the employees who work in the relevant part of the school .

Procedure for resolving issues:

8. (1) As soon as possible after an issue has been reported, the principal or management representative and the health and safety representative must meet and try to resolve the issue.

(2) The resolution of the issue must take into account those of the following factors that are relevant:

- (a) whether the hazard or risk can be isolated;
- (b) the number and location of employees and students affected by it;
- (c) whether appropriate temporary measures are possible or desirable;
- (d) whether environmental monitoring is desirable;
- (e) the time that may elapse before the hazard or risk is permanently corrected.
- (f) who is responsible for performing and overseeing the removal of the hazard or risk

(3) If any party involved in the resolution requests, the details of the issue and all matters relating to its resolution must be set out in writing by the principal and management representative to the satisfaction of all parties recorded on the Hazard Alert Register for monitoring of any recommended action.

(4) If an issue cannot be resolved to the satisfaction of the parties, then the Principal will contact Regional personnel to assist in the negotiations. If the issue still cannot be resolved the Principal will contact the Regional Director for advice.

(5) As soon as possible after the resolution of an issue, details of the agreement, in a form that is approved by all parties and in the manner and in any language that is agreed by the parties to be appropriate

- (a) must be brought to the attention of the employees: and
- (b) must be reported to the health and safety committee; and
- (c) may be forwarded by the parties to any relevant organisations of employees or of principals

- This policy will be reviewed as part of the school's three year review cycle.

This policy was last ratified by School Council in....

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| 2013 |
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Principal's signature: _____

H & S Representative's signature: _____

School Council President's signature: _____

Date: _____