

# Annual School WHS Management Plan – 2014

<b>School</b>	<b>John Paul II</b>	<b>Principal</b>	<b>James Ireland</b>
<b>Safety Representative</b>	<b>WHOS</b>	<b>Year:</b>	<b>2014</b>

Action Required	Term				Person responsible	Completion Date
	1	2	3	4		

<b>1.1 Work Health and Safety Policies/Guidelines</b>	Check that WHS Policy and other WHS policies are signed by current Principal and are accessible to all workers and available to others on request.	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>WHOS/Principal</b>	30/03/2014
	Review Anaphylaxis Procedures for Catholic Schools from new document 9c Anaphylaxis Guidelines – from NSW. Brief staff and check that relevant forms are completed and processes in place for students at risk.	X	<input type="checkbox"/>	<input type="checkbox"/>	X	<b>WHOS</b>	
	Provide staff with refresher on excursion written risk management expectations.	X	<input type="checkbox"/>	<input type="checkbox"/>	X	<b>WHOS</b>	
<b>2.1 Identification of Hazards, Assessment and Control</b>	Check Hazard Register is available and is being used effectively.	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>WHOS</b>	30/03/2014
	Provide opportunity to brief/remind staff of the use of the register, and use of Form 2e Hazard Report.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X	<b>WHOS</b>	
<b>2.2 Legal</b>	Provide <b>new</b> staff with information to enable access to relevant eLearning modules.	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>WHOS/Principal</b>	30/03/2014
<b>2.3 Objectives and Target</b>	Consider ways to reduce slips trips and falls : 16c Slips and Trips Fact Sheet	X	<input type="checkbox"/>	<input type="checkbox"/>	X	<b>WHOS</b>	
<b>2.4 Annual Plan and Programs</b>	Upgrade/Review Lockdown systems in 2014.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X	<b>WHOS</b>	
	Ensure all staff complete required e-Learning by 30 June 2014.	X	X	<input type="checkbox"/>	<input type="checkbox"/>		29/06/2014

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3.1 Structure and Responsibility – Resources	Allocate regular time for designated WHS person to assist with 2014 Plan implementation.	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Name	Tony Lennard
						Allocated time	In A/P time
3.2 Structure & Responsibility – Training & Competency	Identify and document specific training required to address new initiatives or items of concern at the school.	X	<input type="checkbox"/>	<input type="checkbox"/>	X	WHOS	
	Provide new leadership members with access to eLearning module on Consultation and consider Michael Shorter Officer Training, 28,29 October 2014.	X	<input type="checkbox"/>	<input type="checkbox"/>	X	WHOS	
	Ensure adequate training is in place for First Aid, CPR, Anaphylaxis.	X	X	X	X	WHOS/AP/Principal	
	Place updated documents issued in April 2014 into school WHS MS.	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	WHOS	30/03/2014
3.3 Consultation	Ensure Guideline 23 – WHS consultation statement is agreed by workers and signed by Principal.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X	WHOS/Principal	
	Review staff meeting agendas to check WHS is an agenda item at each staff meeting (no less than once per month).  If Committee in place establish dates for a meeting every 3 months. Display agenda for Committee meetings at least two weeks prior to scheduled meeting and display resulting Minutes.	X	X	X	X	WHOS	
3.5 Communication	Display relevant health training information in Sick Bay – noting First Aiders, Anaphylaxis trained staff etc.	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	WHOS/AP/Principal	30/03/2014
	Display names of Committee members/Safety Reps	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
3.6 Documentation	Remind staff about use of Forms 10b and 10c for staff and student WHS incidents	X	<input type="checkbox"/>	<input type="checkbox"/>	X	WHOS	
3.10.1 Work Processes – Other School Activities	Review risk assessments of events, excursions and other school activities. Upgrade if necessary	X	X	X	X	WHOS	

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<b>3.10.4 Premises and Structures</b>	Make arrangements for the following checklists as a minimum to be completed by end of Term 2: <ul style="list-style-type: none"> <li>✓ 17b Classrooms</li> <li>✓ 17c Library</li> <li>✓ 17i Canteen</li> <li>✓ 17j Cleaner</li> </ul>	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	WHOS	30/03/2014
	Complete the following each term: 16b Playground equipment checklist and use new version issued in April 2014.	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	WHOS	30/03/2014
<b>3.10.5 Plant and Equipment</b>	Schools with ride on mowers, whipper snippers and other similar equipment – check safe operating procedures are in place.	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	WHOS	30/03/2014
<b>3.10.6 Purchase of Goods and Services</b>	Administration staff to read Policy 13 – Procurement. For 2014 as per item 3.10.11 below.	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	WHOS	30/03/2014
<b>3.10.7 Work Environment</b>	Review ergonomics of workstations end ensure storage areas are tidy and items appropriately stored.	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	WHOS	30/03/2014
<b>3.10.11 Contractor Management</b>	Progressively implement new contractor forms 13a – 13h. If your school is high bush fire risk use example hot work permit.	X	X	X	X	WHOS	
<b>3.10.12 Design Control</b>	Incorporate safety considerations in any new building/projects being undertaken	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Principal	30/03/2014
<b>3.11 Emergency Preparedness and Response</b>	Allocate time for emergency training. Emergency drills to be scheduled one per term. Two drills should involve a lockdown situation.  Document post drill review.  <b>Reminder:</b> The signal for lockdowns should differ from evacuation situations.	<input type="checkbox"/>	<input type="checkbox"/>	X	X	WHOS	
<b>4.4 Records and Record Management</b>	Check that all completed records are going into folder 3.	X	<input type="checkbox"/>	<input type="checkbox"/>	X	WHOS	
	Send copy of school's annual plan to Andrew Goelst in Term 4 - 2014	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	WHOS	