



Work Health and Safety Management Action Plan 2016

Work Health and Safety Directorate



School	Arcadia Vale Public School	Date	16/02/2016	Date of Review	March 2016
WHS Standards	Action required by school	Priority (high, medium, low)	Responsibility	Due date	Date completed
1. Policy and Commitment	a. Check WHS Noticeboard for compliance documentation including updated WHS Policy	Medium	WHS Rep.	Term 1, Week 5 04/03/2016	24/02/2016
	b. Revise local induction materials for staff to include updated WHS policy	High	Principal	Term 1, Week 7 18/03/2016	15/03/2016
	c. Update School website with updated WHS Policy Poster	Medium	Principal	Term 1, Week 7 14/03/2016	
2. Management Responsibility	a. Complete WHS Self-Assessment Tool	High	Principal	Term 1, Week 7 18/03/2016	11/03/2016
	b. Complete WHS Management Action Plan and submit to Director for signature	High	Principal	Term 1, Week 8 24/03/2016	attached
	c. WHS Management Action Plan to be communicated to all staff (Agenda/Minutes kept in Folder of Evidence)	High	Principal	Term 1, Week 10 08/04/2016	15/03/2016

WHS Standards	Action required by school	Priority (high, medium, low)	Responsibility	Due date	Date completed	
3. Planning Process	a. Undertake Workplace Inspection: Semester #1	High	WHS Rep G.A	Term 1, Week 6 11/03/2016	15/03/2016	
	b. Undertake Workplace Inspection: Semester #2	High	WHS Rep G.a	Term 3, Week 09/09/2016		
	c. Emergency Management Plan (EMP) to be revised for 2016	High	Principal WHS Rep Staff	19/6/2016	10/03/2016	
	d. Upload revised EMP to ICE Database	High	Principal	19/6/16		
	e. Revise EMP procedures with all staff (Keep agenda/minutes in FOE)	High	Principal	Term 2, Week 10 01/07/2016	15/03/2016	
	f. Emergency Drills to be completed/evaluated and updated in ICE: Term 1: Evacuation Drill			Principal	Term 1, Week 4 26/02/2016	19/02/2016
					Term 2, Week 4 20/05/2016	
					Term 3, Week 4 12/08/2016	
					Term 4, Week 4 04/11/2016	
	g. WHS Management Action Plan to be included on School Executive Meeting Agenda each School Term.		High	Principal Executive	Term 1, Week 7 18/03/2016	24/02/2016
					Term 2, Week 1 29/04/2016	
					Term 3, Week 1 22/07/2016	
					Term 4, Week 1 14/10/2016	
4. Consultation	a. Update School's WHS Consultation Statement to reflect the consultation arrangements that are in place and display statement on WHS Noticeboard.	High	Principal	Term 1, Week 10 08/04/2016	15/03/2016	
	b. Update names of HSR and/or WHS Committee on WHS Noticeboard.	High	WHS Rep	Term 1, Week 10 08/04/2016	24/02/2016	
	c. If WHS Committee established, consultation meetings to be held each Term. Agenda and minutes to be taken,	Medium	WHS Rep	Term 1, Week 8 18/03/2016	01/03/2016	
Term 2, Week 8						

WHS Standards	Action required by school	Priority (high, medium, low)	Responsibility	Due date	Date completed
	circulated to all staff and kept in FOE. Continued			17/06/2016	
				Term 3, Week 8 09/09/2016	
				Term 4, Week 8 02/12/2016	
5. Risk Management	a. Remind staff of Hazard Reporting Procedures.	Medium	WHS Rep	Term 1, Week 9	15/03/2016
	a. Health Care Plans (including ASCIA Plans) to be updated for all students diagnosed with anaphylaxis and communicated to staff (including temporary/casual).	High	Principal First Aid Officer	Term 1, Week 8 24/03/2016	01/03/2016
	b. All Epi-pens to be checked, expiry dates documented and all Epi-pens stored with current ASCIA Plans (Students) & Instruction Sheet for use with General Use Epi-pen.	High	Principal First Aid Officer	Term 1, Week 8 24/03/2016	24/02/2016 Red Bags = Jun 16 SAM = Sept 2016 JW = Jun 16
	c. Revise/update Risk Management Plans for School excursions (inc. sport activities)	Medium	Principal WHS Rep. Staff	Term 4, Week 10 16/12/2016	
	d. Revise Risk Management Plan for 'Allergens in the Workplace' and communicate to staff	Medium	WHS Rep	Term 2, Week 4 20/05/2016	
	e. Complete checklist for Use of Hazardous Substances.	Medium	WHS Rep	Term 3, Week 10 23/09/2016	
	f. Chemical Stocktake to be undertaken/completed.	High	WHS Rep	Term 3, Week 4 12/08/2016	
	g. Chemical Register to be updated.	High	WHS Rep	Term 3, Week 5 19/08/2016	
	h. Safety Data Sheets (SDS) to be updated.	Medium	WHS Rep	Term 3, Week 5 19/08/2016	

WHS Standards	Action required by school	Priority (high, medium, low)	Responsibility	Due date	Date completed
6. Procurement, Maintenance and Repairs	a. Review purchasing procedures with appropriate staff to ensure mandatory procedures are followed.	Medium	Principal/SAM	Term 3, Week 6 26/08/2016	
	b. Ensure equipment inspection/maintenance schedule is in place	Medium	WHS Rep SAM G.A	Term 2, Week 6 03/06/2016	
	c. Review Personal Protective Equipment (PPE) required by staff.	Medium	WHS Rep	Term 3, Week 6 26/08/2016	
	d. Review Safe Operating Procedures (SOP) for necessary equipment with staff	Medium	WHS Rep	Term 3, Week 4 12/08/2016	
7. Information, Instruction and Training	a. Set up process for all new staff (including temporary/casuals) to undertake the WHS Induction E-Learning Module and provide a copy of certificate for training register.	High	Principal	Term 2, Week 10 01/07/2016	10/03/2016
	b. Ensure CPR training has been arranged for staff (annually) and training records kept	High	Principal	Term 1, Week 9 01/04/2016	Due in May
	c. Review Training Register to ensure all staff have undertaken e-Emergency Care (3-yearly)	High	Principal	Term 2, Week 1 29/04/2016	10/03/2016
	d. Review the new e-safety system to ensure all staff have undertaken the updated Anaphylaxis Training course (including temporary and casual staff)	High	Principal	Term 1, Week 9 01/04/2016	Current staff checked 10/03/2016 Ongoing for casuals
8. Student, Contractor and Visitor Safety	a. Revise/update Risk Management Plans for all school excursions (including sport activities).	Medium	Principal WHS Rep Staff	Term 4, Week 10 16/12/2016	
	b. Risk Management Plans are developed and reviewed in regard to student supervision/behavior: Semester #1	Medium	Principal WHS Rep Staff	Term 1, Week 8 24/03/2016	N/A
	c. Risk Management Plans are developed and reviewed in regard to student supervision/behavior: Semester #2	Medium	Principal WHS Rep Staff	Term 3, Week 2 29/07/2016	
	d. Review all Contractor Induction/Management processes in line with new procedures on WHS Intranet site	Medium	WHS Rep SAM	Term 2, Week 8 17/06/2016	
	e. Visitor Register to be reviewed.	Medium	WHS Rep SAM	Term 2, Week 2 06/05/2016	

WHS Standards		Action required by school	Priority (high, medium, low)	Responsibility	Due date	Date completed
9. Injury Treatment and Management	a. Review, update and display First Aid Plan on WHS Noticeboard.	High	WHS Rep	Term 1, Week 10 08/04/2016		
	b. All General Use Epi-pens have been checked, expiry dates documented and stored with Instruction Sheet for use in First Aid Kits.	High	Principal First Aid Officer	Term 1, Week 6 11/03/2016	24/02/2016	
	c. Ensure Trainer Epi-pens are stored separately from student and general use pens	High	Principal First Aid Officer	Term 1, Week 6 11/03/2016	24/02/2016	
	d. Employee Assistance Program (EAP) information communicated to all staff and brochures available in staff room.	Medium	WHS Rep	Term 1, Week 10 08/04/2016	15/03/2016	
	e. WorkCover "If you get injured at work" poster is displayed on WHS Noticeboard	Medium	WHS Rep	Term 1, Week 5 04/03/2016	24/02/2016	
10. Incident Reporting, Investigation, Analysis and Review	a. Incident and Injury Reporting processes provided to all staff.	Medium	WHS Rep	Term 1, Week 4 26/02/2016	15/03/2016	
	b. Review Incident Reports and First Aid Treatment Register at Committee meeting to determine necessary remedial action	Medium	Principal WHS Rep Staff	Term 1, Week 8 24/03/2016		
				Term 2, Week 8 17/06/2016		
				Term 3, Week 8 09/09/2016		
				Term 4, Week 8 02/12/2016		
c. Revise Register of Injuries.	Medium	WHS Rep	Term 1, Week 10 08/04/2016			
11. Measuring and evaluating WHS performance	a. WHS Committee to review any incident/injuries at each WHS meeting.	Medium	WHS Rep	Terms 1- 4, Week 8		
	b. Audit actions completed within timeframe	Medium	Principal			
	c. Evaluation of risk management plans, emergency management plans and principal endorsed activities are evaluated regularly	Medium	Principal WHS Rep	Term 2, Week 9 24/06/2016		
Term 4, Week 9 09/12/2016						
Name/Principal:		Signature:		Date:		
Name/Director:		Signature:		Date:		