

 Plenty Valley <small>CHRISTIAN COLLEGE</small> <small>In Christ: Wisdom & Knowledge</small>		OHS - Promotion and Publicity Procedure		
Document Classification:		Policy		
Version:	2.0	Date:	20 March 2019	

Purpose

This procedure aims to ensure that all staff, contractors and volunteer workers are provided with the relevant health and safety information on a regular basis.

Procedure

1. A list of organisational health and safety information will be developed and maintained, and made available to staff, contractors, volunteer workers and visitors. This list shall identify the type of information, its source, the means of distribution, and the frequency of updating.
2. Where information is conveyed verbally at staff meetings the Principal shall maintain a record of the items discussed and minutes of the meeting circulated to all staff.
3. Staff meetings may be used as a forum to consult with staff about proposed changes to the work environment, processes or practices that could have health and safety implications.
4. New WHS issues raised at Staff meetings are to be noted and followed up by the Principal and / or the OH&S Committee, and referred on to the appropriate person for a response.

Distribution List

INFORMATION	PROVIDER	RECEIVER	MEANS OF DISTRIBUTION	FREQUENCY
OHS Policy	Principal	All Staff	Notice boards and computer network	Yearly or when changes made
Consultative Mechanisms -	Principal	All Staff	SEQTA	Yearly or when changes made
First aiders list	Principal	All Staff	Staffroom and first aid room notice boards	Yearly or when changes made
Fire warden list	Principal	All Staff	Emergency Manual	Yearly or when changes made
OHS Committee minutes	Chair Health & Safety committee	All Staff	Email and computer network	According to committees schedule
OH&S Act 2004	Chair Health and Safety committee	All Staff	Computer network	As published
OHS Regulations	Chair Health and Safety committee	All Staff	Computer network	As published

DOCUMENT HISTORY & VERSION CONTROL RECORD

Name of Document: OHS – Promotion & Publicity Procedure
Responsible Officer: Principal
Approved by: OHS Committee
Assigned review period: Quadrennial
Date of next review: March 2023
Category: Community

Version Number	Version Date	Responsible Person Name	Amendment Details
0.1		B Simmonds	Original Draft
0.2	02/10/2007	A Harridge	Review and reformat
0.3	12/10/2008	B Simmonds	Review and reformat to controlled document format
1.0	29/03/2010	B Simmonds	Final issue as a controlled Document
1.1	20/06/2013	Chairperson OHS Committee	Approval changed to OHS Committee OHS Committee minutes 20 June 2013
1.2	04/09/2014	Chairperson OHS Committee	Change to assigned review period from Biennial to Quadrennial OHS Committee Minutes 7 August 2014
1.3	05/03/2015	Chairperson OHS Committee	Procedure reviewed and amended
2.0	20/03/2019	Chairperson OHS Committee	Procedure reviewed with minor amendments

Approved By:

Date:



21/03/2019

Chairperson OHS Committee