

Cranbourne West Primary School No. 5189

SCHOOL INFRASTRUCTURE SUB COMMITTEE POLICY
incorporating Occupational Health and Safety and Sustainability

RATIONALE:

Cranbourne West Primary School accepts that it has a responsibility to provide and maintain an attractive, stimulating and safe learning and working environment which minimises risks to individual health and welfare. This responsibility extends to all employees, students, parents, contractors and other visitors to the school site for legitimate reasons.

The School Infrastructure Sub-Committee will investigate all aspects of the school's operations in line with Occupational Health & Safety principles and recommend to the various committees appropriate action to minimise risk within the school.

GENERAL STATEMENT:

The Infrastructure Sub-Committee will align its operations to the School Strategic Plan and is responsible for the maintenance of all the school's facilities.

School community members with expertise will be invited on to the School Infrastructure's Sub-Committee from time to time to share knowledge and experience with the committee.

IMPLEMENTATION GUIDELINES:

1. Members of School Council, interested staff and parents will be invited to join the Infrastructure Committee.
2. The School Infrastructure Sub Committee will meet monthly, or as needed.
3. At its meetings the School Infrastructure Sub-Committee will:
 - Consider the physical security and safety of the school including the welfare of the school community.
 - Consider the current operations of the school according to the School Strategic Plan and risk management procedures and guidelines.
 - Agenda Occupational Health and Safety issues for discussion, action and recommendations.
 - Monitor the O.H & S. Activities Calendar ensuring required activities are completed.
 - Include sustainability projects and issues on the agenda.
 - Consider the issues associated with school organisation when making recommendations.
 - Be responsible for maintaining the grounds in an attractive and pleasant state.
 - Be responsible for maintaining the buildings in safe and functional state.
 - Be responsible for the maintenance of all services.
 - Report all maintenance and minor works undertaken to School Council.
 - Monitor the required inspections through the PRMS21 Inspections register and report these to School Council.
 - Monitor the Infrastructure Budget and the impact the various sub-program balances have on proposed plans and projects.
 - Prioritize facilities related future works, plans and projects.
 - Develop / Review policies that relate to OHS matters and Infrastructure related areas.

4. The School Infrastructure Sub Committee will make recommendations to School Council on such matters as:
- Future development of the buildings and grounds.
 - Measures to minimise risk within the school environment.
 - Proposals to change the environment or current practices to fit in with risk management guidelines.
 - Any day to day Occupational Health & Safety issues.
 - Infrastructure and OHS related policy reviews.
 - The annual development of a program budget which reflects the identified needs of the various sub-programs.
 - Additional requests for funds to resource shortfalls or fund necessary unplanned works.
 - The maintenance and minor works required within the school.
 - Proposals for school community liaison and involvement to ensure positive response to planned activities i.e. working bees.

EVALUATION:

The School Infrastructure Sub-Committee is accountable to School Council.
This policy will be reviewed as part of the school's 3 year review cycle.