



WORK HEALTH AND SAFETY BOARD POLICY

POLICY

At St Rita's safety is paramount. The health, safety and wellbeing of all people at the College is an integral part of doing business.

In line with the Work Health and Safety Act 2011 (Qld) and the Work Health and Safety Regulation 2011 (Qld), St Rita's College will ensure, as far as reasonably practicable:

- that the College complies with all legislation relating to health and safety;
- to eliminate or minimise all workplace hazards and risks;
- to provide information, instruction and training to enable all workers to work safely;
- to supervise workers to ensure work activities are performed safely;
- to consult with and involve workers on matters relating to health, safety and wellbeing;
- to provide appropriate safety equipment and personal protective equipment;
- to provide a suitable injury management and return to work program.

This commitment is in line with College's responsibility under the Education (Accreditation of Non-State Schools) Regulation 2017 to comply with the requirements of the Work Health and Safety Act 2011.

RATIONALE

The Board of St Rita's College and the College Leadership Team are committed to ensuring a safe, supportive, protective and healthy working environment for College employees, students, contractors, volunteers and any others who may be affected by the conduct of College activities.

The College will maintain work health and safety standards in accordance with relevant legislation, regulation, codes of practice, and the policies and procedures adopted by the College from time to time.

SCOPE

This policy applies to all board members, officers, employees, students, parents/carers, contractors, volunteers, visitors and members of the public who attend a St Rita's College activity regardless of the premises where that activity occurs.

GLOSSARY OF TERMS

<i>Term (Listed Alphabetically)</i>	<i>Definition</i>
Due Diligence	Due diligence is the corporate governance responsibility of officers with respect to work health and safety. The due diligence obligation recognises that the behaviour and decisions of officers of St Rita's College determine whether St Rita's College complies with its work health and safety duties, and strongly influences its health and safety culture.



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Term (Listed Alphabetically)	Definition
Officer	An officer is generally someone who makes, or participates in making, significant decisions that affect the whole, or a substantial part, of the business, or has the capacity to significantly affect the business' financial standing. In this context it refers to the Directors of the College and the College Leadership Team.
Person Conducting a Business or Undertaking (PCBU)	The term person conducting a business or undertaking or PCBU refers to the legal entity running the business or undertaking.
Workers	Employees of St Rita's College, contractors and subcontractors and their employees, employees of a labour hire company who has been assigned to work in the College, apprentices, trainees, students gaining work experience and volunteers.

COMMITMENT

Everyone in the workplace has a role to play in delivering a safe and healthy work environment. St Rita's College has a duty of care to ensure, as far as reasonably practical, the health and safety of employees as well as other people, such as students, in the workplace. The College shall actively monitor the environment so that standards of health and safety are always being improved and to ensure that work health and safety objectives are being met. St Rita's shall also maintain and review this environment as circumstances change.

St Rita's College commits to:

- providing and maintaining a safe working environment;
- complying with all relevant legislation, codes of practice, industry standards and other applicable standards;
- establishing a work health and safety committee to communicate and make recommendations to management in relation to work health and safety issues;
- fostering a positive safety culture through effective health and safety leadership to advocate a safe environment;
- implementing a risk management approach to occupational health and safety which is incorporated as part of our day-to-day business operations and which includes: identifying hazards, assessing risks, controlling risks and reviewing control measures;
- setting objectives and targets aimed at eliminating injuries and illnesses;
- using consultative mechanisms to facilitate communication between management, employees and other parties to enable resolution of health and safety issues;
- providing adequate information, training and supervision to all employees, contractors, volunteers and others, where appropriate, to enable the identification and elimination of hazards, as far as is reasonably practicable;
- using robust systems for monitoring and maintaining information and records of the health and safety of employees, and for evaluating our health and safety performance; and
- Implementing and maintaining procedures for dealing with work health and safety issues and complaints and complying with all reporting obligations.



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RESPONSIBILITIES

St Rita's College acknowledges that a duty under the Work Health and Safety Act 2011 and the Work Health and Safety Regulation 2011 cannot be transferred or delegated to another person. The specific roles and responsibilities of a Person Conducting a Business or Undertaking, Officers, Workers and Other Persons are outlined below.

<p><i>Persons Conducting a Business or Undertaking (PCBU)</i></p>	<p>The College will ensure, as far as reasonably practicable:</p> <ol style="list-style-type: none"> 1. the health and safety of: <ol style="list-style-type: none"> a) workers engaged by the College; and b) workers whose activities are influenced or directed by the College while they are at work in the College. 2. that the health and safety of other persons is not put at risk from work carried out as part of the conduct of the College. 3. The College will also ensure, as far as reasonably practicable: <ol style="list-style-type: none"> a) the provision and maintenance of a work environment without risks to health and safety; b) the provision and maintenance of safe plant and structures; c) the provision and maintenance of safe systems of work; d) the safe use, handling and storage of plant, structures and substances; e) the provision of adequate facilities for the welfare at work of workers in carrying out work for the College, including ensuring access to those facilities; f) the provision of any information, training, instruction or supervision that is necessary to protect all persons from risks to their health and safety arising from work carried out as part of the conduct of the College; g) that the health of workers and the conditions at the College are monitored for the purpose of preventing illness or injury of workers arising from the conduct of the College; h) the means of entering and exiting the College is without risks to the health and safety of any person; and i) fixtures, fittings and plant are without risks to the health and safety of any person. 4. The College will ensure the provision of consultation, cooperation and issue resolution in relation to work health and safety as required under the relevant provisions of the legislation. 5. The College will ensure compliance when reporting notifiable incidents under relevant legislation. 6. The governing body will also undertake its role and responsibilities under the Education (Accreditation of Non-State Schools) Regulation 2017 by complying with the Work Health and Safety Act 2011.
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Officers	<p>In their legal role as Officers, St Rita's College Board members, the Principal and members of the leadership team must undertake their role and responsibilities under the Work Health and Safety Act 2011 and the Work Health and Safety Regulation 2011 as follows:</p> <ol style="list-style-type: none"> 1. Where the College has a duty or obligation under the legislation, an officer will exercise due diligence to ensure the College complies with that duty or obligation. 2. Due diligence includes taking reasonable steps to: <ol style="list-style-type: none"> a) acquire and keep up-to-date knowledge of work health and safety matters; b) gain an understanding of the nature of the operations of the College and generally of the hazards and risks associated with those operations; c) ensure that the College has appropriate resources and processes to eliminate or minimise risks to health and safety from work carried out as part of the conduct of the College; d) ensure that the College has appropriate processes for reporting and investigating incidents, hazards and risks and responding in a timely way to that information; e) ensure that the College has, and implements, processes for complying with any duty or obligation of the College under the legislation; and f) verify the provision and use of the resources and processes mentioned above.
Workers	<p>Workers must undertake their role and responsibilities under the Work Health and Safety Act 2011 and the Work Health and Safety Regulation 2011 as follows:</p> <ol style="list-style-type: none"> 1. take reasonable care for his or her own health and safety; and 2. take reasonable care that his or her acts or omissions do not adversely affect the health and safety of others; and 3. comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the College to allow compliance with the legislation; and 4. co-operate with any reasonable policy or procedure of the College relating to health or safety at the College, that has been notified to workers.
Responsibilities of Others at the College	<p>Other Persons at the College including students, parents/carers and visitors, must undertake their role and responsibilities under the Work Health and Safety Act 2011 and the Work Health and Safety Regulation 2011 as follows:</p> <ol style="list-style-type: none"> 1. take reasonable care for his or her own health and safety; and 2. take reasonable care that his or her acts or omissions do not adversely affect the health and safety of others; and 3. comply, so far as the person is reasonably able, with any reasonable instruction that is given by the College.



IMPLEMENTATION

The College's commitment to protecting workers and other persons against harm to their health and safety means that it will implement the following measures in line with the Work Health and Safety Act 2011 and the Work Health and Safety Regulation 2011:

- A risk management process
- Provide information, training, instruction and supervision
- Provide a process for consultation, cooperation and issue resolution

Risk management process

St Rita's College's Risk Management Policy provides further guidance on the process and approach to managing risks at the College.

Provide information, training, instruction and supervision

The College will ensure that appropriate information, training, instruction and supervision is provided to workers to enable them to perform their work without risk to their health or safety. This will be suitable and adequate, having regard to:

- a) the nature of the work carried out by the worker; and
- b) the nature of the risks associated with the work at the time the information, training, instruction or supervision is provided; and
- c) the control measures implemented.

The College is committed to the effective implementation of its WHS Program and will ensure that it is appropriately reviewed and updated. The program relates to all aspects of WHS including, but not limited to:

- WHS training and Worksafe policies and procedures
- Emergency procedures and drills
- Provision of WHS services, equipment and facilities
- Work inspections and safety plans
- Reporting and recording of incidents, accidents, injuries and illnesses
- Provision of information to workers and visitors to the College.

Provide for consultation, cooperation and issue resolution

The College acknowledges its duty to consult with workers who are or are likely to be directly affected by a matter relating to work health or safety. The College will consult with workers in relation to the following health and safety matters:

- a) when identifying hazards and assessing risks to health and safety arising from the work carried out or to be carried out by the College;
- b) when making decisions about ways to eliminate or minimise those risks;
- c) when making decisions about the adequacy of facilities for the welfare of workers;
- d) when proposing changes that may affect the health or safety of workers;
- e) when making decisions about the procedures for consulting with workers; and
- f) when carrying out any other activity prescribed under the relevant legislation.



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ACCOUNTABILITY

Position	Responsible for:
Board of Directors	<ul style="list-style-type: none"> • Set policy and receive regular reports on health and safety from the Principal. • Provide financial and governance support where safety is a priority. • Implement a system of independent review of WHS practices.
College Leadership Team	<ul style="list-style-type: none"> • Promoting a culture of communication and involvement in WHS. • Ensuring the health, safety and wellbeing of the employees, students, contractors and visitors they supervise. • Identifying, controlling or reporting hazards and reviewing this policy periodically to ensure that it remains relevant and appropriate. • Identifying WHS training needs and ensuring those needs are addressed. • Allocate resources to develop, implement and continually improve work health and safety. • Ensuring compliance with College policies and procedures. • Participating in rehabilitation and return to work programs. • Implementation of this policy.
Work Health and Safety Committee (WHSC)	<ul style="list-style-type: none"> • Act as a conduit for WHS concerns, suggestions and contributions by staff, volunteers and members of the College community. • Promote work health and safety awareness and health and wellbeing initiatives throughout the College; • Review WHS performance and make recommendations to the College Leadership Team to eliminate or minimise WHS risk so far as is reasonably practicable.
Work Health and Safety Officer (WHSO)	<ul style="list-style-type: none"> • Exercising 'due diligence' to ensure that St Rita's College complies with its duty of care obligation. • Acquiring and keep up-to-date knowledge of work health and safety matters. • Gaining an understanding of the nature of the operations at St Rita's College and generally of the hazards and risks associated with those operations. • Ensuring that St Rita's College has available for use, and uses, appropriate resources and processes to eliminate or minimise risks to health and safety from work carried out as part of the College activities. • Ensuring that St Rita's has appropriate resources for receiving and considering information regarding incidents, hazards, and risks and responding in a timely way to that information.
Employees, volunteers	<ul style="list-style-type: none"> • Identifying and informing the WHSO of any potential hazard, or in the case of volunteers informing the direct supervisor. • Demonstrating safe behaviour and following safety regulations. • Supervising for safe behaviour of students during formal lessons, co-curricular activities, recess and any co-curricular activities that the school provides. • Participating in safety training.
Students, contractors and other members of the public	<ul style="list-style-type: none"> • Maintaining healthy and safe work conduct, by working in a safe manner, following all safety rules and emergency procedures • Informing the WHSO of any potential hazard that exists. • Participating in safety training.



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ASSOCIATED DOCUMENTS

Description	Document Type
Risk Management Policy	Policy
Employee Code of Conduct (Bullying and Harassment)	Policy
Complaints Handling Policy and Procedures	Policy
Workplace Rehabilitation and Return to Work Policy and Procedures	Policy
WHS Program and Work Safe Policies	Policy
Student Duty of Care Policies	Policy
Safety Incident and Hazard online reporting	Complispace
Work Health and Safety Act 2011 (Qld)	Legislation
Work Health and Safety Regulations 2011 (Qld)	Legislation
Education (Accreditation of Non-State Schools) Act 2017 (Qld)	Legislation
Education (Accreditation of Non-State Schools) Regulation 2017 (Qld)	Legislation
Workers' Compensation and Rehabilitation Act 2003 (Qld)	Legislation
Workers' Compensation and Rehabilitation Regulation 2014 (Qld)	Legislation
Work Health and Safety Codes of Practice (Workcover Queensland)	Codes of Practice
www.worksafe.qld.gov.au	

REVIEW AND APPROVAL

Version	Review	Author	Authorisation	Approval Date	Next Review
3.0	Timetabled Review. Inclusion of Responsibilities and Implementation.	Business Manager	Board	20 October 2021	2024
2.0		Business Manager	Board	21 August 2018	August 2021
1.0		Board	Board	April 2014	April 2017