



## Preamble

Mt St Michael's College ("College") is a Mary Aikenhead Ministry in the tradition of the Sisters of Charity. We are called to develop in each member of our community a contemporary understanding and application of the charism of Mary Aikenhead and the spirituality of the Sisters of Charity, and the Mary Aikenhead Ministries' mission, vision and values of justice, love, compassion and hope.

In responding to this call the College is a Christ-centred community established to educate, in partnership with parents and carers, women of faith, integrity, individuality and compassion, confident of their own worth as women and wholly involved in the transformation of society.

## 1. Purpose

This Policy outlines Mt St Michael's College's governance framework for achieving excellence in health and safety through the elimination or minimisation of risks to health and safety as far as reasonably practicable.

## 2. Scope

This Policy is to be read in conjunction with all relevant legislation. It applies to all members of the College community: to all workers, officers, and other persons at Mt St Michael's College including students and parents. It applies to all Mt St Michael's College workplaces, workplace activities and to illnesses and injuries contracted in the workplace. This Policy DOES NOT cover rehabilitation.

## 3. Policy Statement

Mt St Michael's College is committed to providing and maintaining a safe and healthy workplace for all workers (including contractors and volunteers), students, visitors, and members of the public, in accordance with relevant legislation.

Health and safety at Mt St Michael's College is everyone's responsibility and the College is committed to taking a consultative approach in addressing workplace safety issues. Management of work, health and safety is an integral part of overall College governance, management and operational responsibilities.

## 4. Roles and Responsibilities

4.1 Mt St Michael's College accepts the obligations imposed by the Work Health & Safety Act and subordinate legislation to ensure:

- 4.1.1 The risk of injury to persons coming into the workplace is minimised or eliminated as far as reasonably practicable;
- 4.1.2 The risk of injury or illness from any plant or substance provided by the College to persons is minimised or eliminated as far as reasonably practicable when the plant or substance is used properly; and
- 4.1.3 That there is appropriate and safe access to and from the workplace.

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- 4.2 The College's rights, duties and obligations are governed, in part, by the relevant legislation.
- 4.2.1 **Mt St Michael's College Board** accepts the obligation to ensure all policies are developed and implemented in accordance with relevant legislation.
- 4.2.2 The **Principal and College Leadership Team** have responsibility for management of:
- 4.2.2.1 The work health and safety of all students and workers in the conduct of College business; and
- 4.2.2.2 The workplace health and safety of other persons, such as parents and visitors to the workplace; that they not be exposed to risks to their health and safety arising out of the conduct of College business.
- 4.2.2.3 This will be addressed by attention to safety including:
- *adoption and compliance with College policies;*
  - *Appointment, training and resourcing of Work Health & Safety Advisors;*
  - *safe and healthy working and learning environments;*
  - *safe access points to and from the workplace;*
  - *a process for management of risk;*
  - *safe systems and procedures;*
  - *appropriate supervision for students (and/or visitors as appropriate) at the workplace;*
  - *health and safety induction, training, and information to workers, students and visitors as appropriate;*
  - *consultative mechanisms in identifying and resolving workplace safety issues;*
  - *safe and properly maintained equipment and machinery;*
  - *safe use, handling, storage and transport of hazardous substances; and*
  - *provision and use of protective clothing and equipment where required.*
- 4.2.3 **Workers** have an obligation to assist in:
- 4.2.3.1 Identifying hazards, assessing risks and implementing appropriate control monitoring and reviewing the effectiveness of the measure;
- 4.2.3.2 Providing and maintaining a safe and healthy work environment;
- 4.2.3.3 Providing and maintaining safe plan ;
- 4.2.3.4 Ensuring the safe use, handling ,storage and transport of substances;
- 4.2.3.5 Ensuring safe systems of work;
- 4.2.3.6 Providing information, instruction, training and supervision;
- 4.2.3.7 Compliance and instruction with health and safety requirements to maintain a safe and healthy work and learning environment;
- 4.2.3.8 Not endangering themselves and others;
- 4.2.3.9 Wearing /use of protective clothing and equipment where required; and

- 4.2.3.10 Reporting any hazards and injuries.
- 4.2.4 **Students, Volunteers and Visitors** have an obligation to assist in:
  - 4.2.4.1 Identifying hazards;
  - 4.2.4.2 Compliance with health and safety requirements;
  - 4.2.4.3 Not endangering themselves and others;
  - 4.2.4.4 Wearing /use of protective clothing and equipment where required; and
  - 4.2.4.5 Reporting any hazards and injuries.
- 4.3 The College has appointed a **Work Health & Safety Officer (WHSO)**.
  - 4.3.1 The functions of the **WHSO** are:
    - 4.3.1.1 to notify the person conducting the business about work, health and safety matters;
    - 4.3.1.2 to identify hazards and risks to health and safety arising from the work carried out as part of the conduct of the business;
    - 4.3.1.3 to report, in writing to the person conducting the business, any hazards and risks identified;
    - 4.3.1.4 to immediately notify the person conducting the relevant business about any incident the Work Health and Safety Officer is aware has occurred at the business;
    - 4.3.1.5 to immediately notify the person conducting the relevant business about any immediate or imminent risk to health and safety at the business;
    - 4.3.1.6 to investigate, or assist in the investigation of, any incidents that occurred at the business;
    - 4.3.1.7 to accompany and assist an inspector during an inspection of the business;
    - 4.3.1.8 to establish educational and training programs on matters relating to work health and safety;
  - 4.3.2 any other function prescribed by regulation.
- 4.4 The staff of the College has elected a **Health & Safety Representative (HSR)**. The HSR has the option of sitting on the College WHS Committee and is entitled to perform the following tasks:
  - 4.4.1 The **Health & Safety Representative (HSR)** is entitled to perform the following tasks:
    - 4.4.1.1 undertake workplace inspections;
    - 4.4.1.2 review the circumstances of workplace incidents;
    - 4.4.1.3 accompany a WHSO inspector during an inspection;
    - 4.4.1.4 represent the work group in health and safety matters;
    - 4.4.1.5 attend an interview about health and safety matters with a worker from the work group (with the consent of the worker);
    - 4.4.1.6 request that a health and safety committee be established;
    - 4.4.1.7 participate in a health and safety committee;
    - 4.4.1.8 monitor compliance measures;
    - 4.4.1.9 investigate work health and safety complaints from work group members;

4.4.1.10 inquire into any risk to the health and safety of workers in the work group;

4.4.1.11 issue provisional improvement notices and direct a worker to cease unsafe work (where the HSR has completed the approved training).

## **5. Risk management process**

5.1 The College is committed to implementing an ongoing workplace health and safety risk management process to be carried out by workers who are competent to do so or by qualified external contractors. It is everyone's responsibility to bring to the attention of the Work Health & Safety Advisor or a member of the College Leadership Team any potential risks so that a formal assessment can be undertaken.

5.1.1 The risk management process involves:

5.1.1.1 Identifying hazards (possible sources of injury or disease);

5.1.1.2 Assessing risk (the likelihood of the hazard resulting in injury or disease);

5.1.1.3 Deciding on control measures to prevent, minimise or eliminate the risk;

5.1.1.4 Implementing control measures;

5.1.1.5 Monitoring and reviewing the effectiveness of the measures.

## **6. Consultative arrangements**

6.1 Workplace consultation is a key strategy in achieving work health and safety. The College has established a Work Health & Safety Committee, and has caused Work Health & Safety representatives to be elected to the Committee. The Work Health & Safety Committee meets regularly and provides the College with a report on current work health and safety affairs on a quarterly basis.

## **7. Employee Training**

7.1 The College **provides instruction and training** necessary for employees to perform their work in a manner that is without risk to their health and safety.

7.2 The **training** includes but is not limited to:

7.2.1 Induction training;

7.2.2 Job-related training;

7.2.3 Health and safety specific training;

7.2.4 Accident – reporting and investigation process.

## **8. Relevant legislation and policies**

8.1 Legislation

- Work Health & Safety Act (2011);
- Work Health & Safety Regulation (2011);
- State Penalties Enforcement Act 2014;
- Education (Accreditation of Non-State Schools) Act 2017;
- Education (Accreditation of Non-State Schools) Regulation 2017.
- Any term used in this Policy and which is defined by the Work Health & Safety Act (2011) has the meaning ascribed to that term by that Act.

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- A reference to a statute includes its delegated legislation and a reference to a statute or delegated legislation or a provision of either includes consolidations, amendments, re-enactments and replacements.

8.2 Policies

- Guide for Preventing and Responding to Workplace Bullying 2014 and
- Dealing with Workplace Bullying – a worker’s guide.
- Appropriate Workplace Behaviour Policy.
- Student Protection Policy.
- College Mission Statement.
- Code of Conduct for Staff of Mt St Michael’s College.
- Queensland College of Teachers Code of Ethics .
- First Aid in the Workplace Code of Practice 2015.

## 9. Document management and control

This policy will be reviewed every three years or as otherwise required by law.

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1.0	September 2005	College Board	September 2005	Principal	Business Manager
2.0	September 2009	College Board	September 2009	Principal	Business Manager
3.0	January 2012	College Board	January 2012	Principal	Business Manager
4.0	November 2015	College Board	November 2015	Principal	Business Manager
5.0	June 2018	College Board	June 2018	Principal	Business Manager
6.2	8 June 2021	College Board	8 June 2021	Principal	Business Manager