



MT ST MICHAEL'S COLLEGE

UNDER THE STEWARDSHIP OF MARY AIKENHEAD MINISTRIES

WORK HEALTH & SAFETY POLICY

PREAMBLE

Mt St Michael's 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 Mt St Michael's College is a Christ-centred community established to educate, in partnership with parents, women of faith, integrity, individuality and compassion, confident of their own worth as women and wholly involved in the transformation of society.

PURPOSE

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

This policy and the attached Risk Management Process outlines the College's obligations to provide and maintain a safe and healthy workplace in accordance with the *Work Health & Safety Act (2011) updated October 2017* ('the Act') which take effect July 2018 and *Codes of Practice 2014*, relevant Advisory Standards, and the Common Law Duty of Care.

SCOPE

This policy applies to all members of the College community. This policy applies to all workplaces, workplace activities and to all illnesses contracted in the workplace including illnesses from workplace injury. This policy DOES NOT cover Rehabilitation.

For the purposes of this policy, workplace means the premises of the College, including the car parks and playground, the location of any official school excursion or extra-curricular activity, or wherever work is carried out in the conduct of College business.

The 2004 Advisory Standard on Harassment now makes the Work Health & Safety Act an appropriate vehicle under which to legally challenge workplace bullying. Therefore this policy should be read in conjunction with other College policies addressing behaviours and expectations of staff with regard to wellbeing and conduct, including:

- (a) Appropriate Workplace Behaviour Policy
- (b) Student Protection Policy
- (c) College Mission Statement
- (d) Code of Conduct for Staff of Mt St Michael's College



- (e) Queensland College of Teachers Code of Ethics; and
- (f) Relevant legislation.

The College's rights, duties and obligations are governed, in part, by the following relevant legislation:

- *Work Health & Safety Act (2011)* and subsequent amendments
- *Work Health & Safety Regulation (1997)* and subsequent amendments;
- State Penalties Enforcement Regulation 2000

DEFINITIONS

Employer	means Mt St Michael's College.
Risk	means risk of death, injury or illness
Self-Employed	means a self-employed person is someone who is not an employer or worker, and who does work for gain or reward.
Illness	means <ul style="list-style-type: none">a) an illness contracted by a person to which work, a workplace, or a workplace activity was a significant contributing factor; orb) the recurrence, aggravation, acceleration, exacerbation or deterioration in a person of an existing illness if work, a workplace, or a workplace activity was a significant contributing factor to the recurrence, aggravation, acceleration, exacerbation or deterioration.
Work Injury	means <ul style="list-style-type: none">a) an injury to a person that requires first aid or medical treatment if the injury was caused by work, a workplace, or a workplace activity; orb) the recurrence, aggravation, acceleration, exacerbation or deterioration of an existing injury in a person if<ul style="list-style-type: none">i. first aid or medical treatment is required for the injury; andii. work, a workplace, or a workplace activity caused the recurrence, aggravation, acceleration, exacerbation or deterioration; orc) any serious bodily injury, if the injury was caused by work, a workplace, or a workplace activity.

PRINCIPLES

The Employer accepts the obligations imposed by the *Work Health & Safety Act* and secondary legislation to ensure:

- The risk of injury to persons coming into the workplace is minimised;
- The risk of injury or illness from any plant or substance provided by the College to persons other than its workers and students is minimised when the plant or substance is used properly; and
- That there is appropriate and safe access to and from the workplace.



The College's rights, duties and obligations are governed, in part, by the following relevant legislation:

- *Work Health & Safety Act (2011)* and subsequent amendments (*October 2017*)
- *Work Health & Safety Regulation (1997)* and subsequent amendments;
- State Penalties Enforcement Regulation 2000
- First Aid in the Workplace Code of Practice 2014

OBLIGATIONS

- a) **The Board** has the obligation to ensure all Policies are developed and adopted, and to ensure compliance with all such policies.
- b) **The Principal and College Leadership Team** have responsibility for:
- *The work health and safety of all students and workers in the conduct of College business; and*
 - 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.
 - This will be addressed by attention to safety including:
 - adoption and compliance with College policies;
 - appointment training and resourcing of a 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.
- c) **Workers** have an obligation to assist in:
- Identifying hazards, assessing risks and implementing appropriate control monitoring and reviewing the effectiveness of the measure
 - Providing and maintaining a safe and healthy work environment
 - Providing and maintaining safe plant
 - Ensuring the safe use, handling storage and transport of substances
 - Ensuring safe systems of work
 - Providing information, instruction, training and supervision
 - Compliance and instruction with health and safety requirements to maintain a safe and healthy work and learning environment
 - Not endangering themselves and others
 - Wearing /use of protective clothing and equipment where required; and
 - Reporting any hazards and injuries.



d) **Students, Volunteers and Visitors** have an obligation to assist in:

- Identifying hazards
- Compliance with health and safety requirements
- Not endangering themselves and others
- Wearing /use of protective clothing and equipment where required; and
- Reporting any hazards and injuries.

The College has appointed a **Work Health & Safety Officer (WHSO)**. The functions of the WHSO are:

e) **The functions of the WHSO are:**

- to notify the person conducting the business about work health and safety matters
- to identify hazards and risks to health and safety arising from the work carried out as part of the conduct of the business
- to report, in writing to the person conducting the business, any hazards and risks identified
- 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
- to immediately notify the person conducting the relevant business about any immediate or imminent risk to health and safety at the business
- to investigate, or assist in the investigation of, any incidents that occurred at the business
- to accompany and assist an inspector during an inspection of the business
- to establish educational and training programs on matters relating to work health and safety
- any other function prescribed by regulation.

The staff of the College has elected a **Health & Safety Representative (HSR)**. The HSR has the option to sit on the College WHS Committee and is entitled to perform the following tasks:

f) **The Health & Safety Representative (HSR)** is entitled to perform the following tasks:

- undertake workplace inspections
- review the circumstances of workplace incidents
- accompany a WHSQ inspector during an inspection
- represent the work group in health and safety matters
- attend an interview about health and safety matters with a worker from the work group (with the consent of the worker)
- request that a health and safety committee be established
- participate in a health and safety committee
- monitor compliance measures
- investigate work health and safety complaints from work group members
- inquire into any risk to the health and safety of workers in the work group
- issue provisional improvement notices and direct a worker to cease unsafe work (where the HSR has completed the approved training).



RISK MANAGEMENT PROCESS (SEE ANNEXURES 1 & 2)

The College is committed to implementing an ongoing 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.

The risk management process involves:

- Identifying hazards (possible sources of injury or disease)
- Assessing risk (the likelihood of the hazard resulting in injury or disease)
- Deciding on control measures to prevent, minimise or eliminate the risk
- Implementing control measures
- Monitoring and reviewing the effectiveness of the measures.

CONSULTATIVE ARRANGEMENTS

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.

EMPLOYEE TRAINING

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. The training includes but is not limited to:

- Induction training;
- Job-related training
- Health and safety specific training
- Accident – reporting and investigation process

REVIEW

This policy will be reviewed every 3 years or as necessitated by legislation. The current WHS policy has been amended to include HSR and WHSO references as per legislation June 2018.

ANNEXURE 1: WORK HEALTH & SAFETY PLANNING AND RISK MANAGEMENT

PLANNING	RISK MANAGEMENT	TRAINING	STAFF RESPONSIBILITIES	MONITORING AND REVIEW
<p>Develop annual WH&S plan</p> <p>Include specific objectives, performance targets, responsibilities and evaluation procedures.</p> <p>Set up structures for a WH&S plan to be developed annually.</p> <p>Ensure policy is easily accessible to workers.</p> <p>Names of the WH&S Advisor and other workers with key WH&S responsibilities (e.g. Committee, workers reps etc.) to be clearly displayed in prominent places throughout the school.</p>	<p>Undertake - comprehensive risk analysis annually.</p> <p>Set priorities and timelines for addressing most urgent items.</p> <p>Conduct annual risk assessment.</p>	<p>Undertake workers' survey to determine priority areas for training.</p> <p>Develop induction and training program/s.</p> <p>Develop annual training timetable.</p> <p>Allocate time/resources for workers to attend.</p>	<p>Through consultation, determine specific responsibilities for:</p> <ul style="list-style-type: none"> • College Leadership Team • Middle Leaders • Teachers • Other workers 	<p>Review and upgrade, if necessary, incident and accident reporting procedure, forms and records keeping.</p> <p>Institute procedures of notifying cases of grievous bodily harm.</p> <p>Review implementation of annual WH&S Plan and how well targets were met.</p>

Policy implemented September 2005; Amended and Approved September 2009; Amended and Approved January 2012. Amended and Approved November 2015. Amended to include HSR and WHSO references as per legislation June 2018

ANNEXURE 2: RISK MANAGEMENT PROCESS

Figure 1. The Work Health and Safety risk management process.

