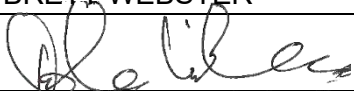





WORKPLACE HEALTH AND SAFETY POLICY

Purpose:	Ormiston College is committed to ensuring we comply with the Work Health and Safety Act 2011; the Work Health and Safety Regulations 2011 and the applicable Codes of Practice and Australian Standards so far as is reasonably practicable.		
Scope:	This Policy is to be adhered to by all stakeholders which include: Governing Body, all Officers, all Workers and Other Persons at the College, including students and parents.		
References and Legislation:	<ul style="list-style-type: none"> • <i>Work Health and Safety Act 2011 (Qld)</i> • <i>Work Health and Safety Regulations 2011 (Qld)</i> • <i>Education (Accreditation of Non-State Schools) Act 2017 (Qld)</i> • <i>Education (Accreditation of Non-State Schools) Regulation 2017 (Qld)</i> • <i>How to Manage Work Health and Safety Risks – Code of Practice 2021</i> • <i>Managing the Risk of Falls at Workplaces – Code of Practice 2021</i> • <i>Managing Risks of Hazardous Chemicals in the Workplace – Code of Practice 2021</i> • <i>Labelling of Workplace Hazardous Chemicals – Code of Practice 2021</i> • <i>Managing Risks of Plant in the Workplace – Code of Practice 2021</i> • <i>Work Health and Safety Consultation, Cooperation and Coordination – Code of Practice 2021</i> • <i>Ormiston College Risk Management Policy</i> • <i>Ormiston College Risk Management Form</i> • <i>Ormiston College Critical Incident Management Plan</i> • <i>Ormiston College Accident/Incident Form</i> • <i>Ormiston College Accident/Incident Flow Chart</i> • <i>Ormiston College Hazard Report Form</i> • <i>Ormiston College Hazard Resolution Flow Chart</i> • <i>Ormiston College Near Miss Report Form</i> • <i>Ormiston College Workplace Bullying Policy</i> • <i>Ormiston College Complaints Handling Policy</i> 		
Policy Owner:	College Governing Body	Version:	V150322
Status:	Approved	Supersedes:	V271021
To Be Reviewed:	Annually	Next Review Date:	March 2023
Authorised By:	JOHN MILLER BRETT WEBSTER	Date of Authorisation:	24/03/2022
Signature: (Chairman)			
Signature: (Headmaster)			

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POLICY STATEMENT

Ormiston College is committed to protecting Workers and Other Persons, such as students and parents, against harm to their health and safety through the elimination or minimisation of risks arising from work. We are committed to ensuring we comply with the Work Health and Safety Act 2011; the Work Health and Safety Regulations 2011 and the applicable Codes of Practice and Australian Standards so far as is reasonably practicable.

Ormiston College supports the principle that Workers and Other Persons should be given the highest level of protection against harm to their health and safety from hazards and risks arising from work, so far as is reasonably practicable.

In line with the *Work Health and Safety Act 2011 (Qld)* and the *Work Health and Safety Regulation 2011 (Qld)*, this means that Ormiston College will ensure, so far as is reasonably practicable:

- the health and safety of Workers while at work on College grounds.
- 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.
- the health and safety of Workers and Other Persons whilst conducting work and other authorised activities outside the College grounds.

Our goal is to provide a safe and healthy work environment that is free from workplace injury and illness. This will only be achieved through the participation, co-operation and commitment of everyone in the workplace.

RESPONSIBILITIES

Ormiston 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.

Ormiston College also acknowledges that in accordance with the *Work Health and Safety Act 2011* and the *Work Health and Safety Regulation 2011*:

1. More than one person can concurrently have the same duty.
2. Each duty holder must comply with that duty to the standard required by the legislation even if another duty holder has the same duty.
3. If more than one person has a duty for the same matter, each person –
 - a. retains responsibility for their duty in relation to the matter; and
 - b. must discharge their duty to the extent to which they have the capacity to influence and control the matter or would have had that capacity but for an agreement or arrangement purporting to limit or remove that capacity; and
 - c. must, so far as is reasonably practicable, consult, cooperate and coordinate activities with all other persons who have a duty in relation to the same matter.

The specific roles and responsibilities of a Person Conducting a Business or Undertaking, Officers, Workers and Other Persons are outlined below.

Person Conducting a Business or Undertaking

In its legal role as a *Person Conducting a Business or Undertaking*, Ormiston College must undertake its role and responsibilities under the *Work Health and Safety Act* and the *Regulation* as follows:

1. Ormiston College will ensure, so far as is reasonably practicable, the health and safety of:
 - a. Workers engaged, or caused to be engaged by the College; and
 - b. Workers whose activities in carrying out work are influenced or directed by the College while they are at work in the College.
 - c. Workers whilst conducting work and other authorised activities outside the College grounds.
2. Ormiston College will ensure, so far as is reasonably practicable, 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. Ormiston College will also ensure, so far as is reasonably practicable –
 - a. the provision and maintenance of a work environment without risks to health and safety; and
 - b. the provision and maintenance of safe plant and structures; and
 - c. the provision and maintenance of safe systems of work; and
 - d. the safe use, handling and storage of plant, structures and substances; and
 - 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; and
 - 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; and
 - 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.
4. Ormiston College will ensure, so far as is reasonably practicable, the means of entering and exiting the College and anything arising from the College are without risks to the health and safety of any person.
5. Ormiston College will ensure, so far as is reasonably practicable, that the fixtures, fittings and plant are without risks to the health and safety of any person.
6. Ormiston 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.
7. Ormiston College will ensure compliance when reporting notifiable incidents under the relevant provisions of the legislation.
8. Ormiston College will apply due diligence in the selection, engagement, supervision and monitoring of Contractors conducting work for the College whether on or off College grounds.
9. Ormiston College will properly investigate all incidents in relation to College activities and initiate and monitor appropriate corrective actions.
10. Ormiston College Governing Body must also undertake its role and responsibilities under the Education (Accreditation of Non-State Schools) Regulation 2017 s16:
 - Ensure that staff, students and parents are made aware of the health and safety processes.
 - Ensure that staff are trained in implementing the processes.
 - Ensure that the College is implementing the processes.
 - Ensure that the processes are readily accessible by staff, students and parents.

- Ensure that the College has a written complaints procedure to address allegations of non-compliance with the processes; the complaints procedure may form part of any other written procedure of the College for dealing with complaints.

Officers

In their legal role as *Officers*, Ormiston College's Governing Body Members, Principal and Senior Executive Team must undertake their role and responsibilities under the *Work Health and Safety Act* and the *Regulation* as follows:

1. If Ormiston College has a duty or obligation under the legislation, an Officer will exercise due diligence to ensure that the College complies with that duty or obligation.
2. Due diligence includes taking reasonable steps –
 - a. to acquire and keep up-to-date knowledge of work health and safety matters; and
 - b. to gain an understanding of the nature of the operations of Ormiston College and generally of the hazards and risks associated with those operations; and
 - c. to ensure that Ormiston 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 conduct of the College; and
 - d. to ensure that Ormiston College has appropriate processes for receiving and considering information regarding incidents, hazards and risks and responding in a timely way to that information; and
 - e. to ensure that Ormiston College has, and implements, processes for complying with any duty or obligation of the College under the legislation; and
 - f. to verify the provision and use of the resources and processes mentioned above.

Workers

In their legal role as *Workers*, employees of Ormiston College, contractors and subcontractors and their employees, employees of a labour hire company who has been assigned to work at the College, outworkers, apprentices, trainees, students gaining work experience and volunteers, must undertake their role and responsibilities under the *Work Health and Safety Act* and the *Regulation* as follows:

- take reasonable care for his or her own health and safety; and
- take reasonable care that his or her acts or omissions do not adversely affect the health and safety of others; and
- comply, so far as the Worker is reasonably able, with any reasonable instruction that is given by Ormiston College to allow compliance with the legislation; and
- co-operate with any reasonable policy or procedure of Ormiston College relating to health or safety at the College, that has been notified to Workers.

Responsibilities of Others at the College

In their legal role as *Other Persons* at the College, students, parents and visitors, must undertake their role and responsibilities under the *Work Health and Safety Act* and the *Regulation* as follows:

- take reasonable care for his or her own health and safety; and
- take reasonable care that his or her acts or omissions do not adversely affect the health and safety of others; and
- comply, so far as the person is reasonably able, with any reasonable instruction that is given by Ormiston College.

IMPLEMENTATION

In practice, Ormiston 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.
- Investigate incidents.

Further details of these measures are provided below.

Risk Management Process

Ormiston 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

In accordance with the *Work Health and Safety Act* and the *Regulation*, Ormiston 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, as far as is reasonably practicable. This information, training, instruction and supervision will be suitable and adequate, having regard to:

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

Ormiston College will ensure, so far as is reasonably practicable, that the information, training and instruction is provided in a way that is readily understandable by any person to whom it is provided.

Ormiston College's Risk Management Policy provides further guidance on the information, training, instruction and supervision provided to Workers at the College.

Provide for Consultation, Cooperation and Issue Resolution

Ormiston College acknowledges its duty to consult, so far as is reasonably practicable, with Workers who carry out work for the business or undertaking, who are or are likely to be, directly affected by a matter relating to work health or safety. Where more than one person has a duty for the same matter, each person, must, so far as is reasonably practicable, consult, cooperate and coordinate activities with all other persons who have a duty in relation to the same matter.

Ormiston College will consult with Workers in relation to the following health and safety matters in accordance with the *Work Health and Safety Act 2011* and the *Work Health and Safety Regulation 2011*:

- 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 –
 - (i) consulting with Workers; or

- (ii) resolving work health or safety issues at the workplace; or
 - (iii) monitoring the health of Workers; or
 - (iv) monitoring the conditions at any workplace under the management or control of Ormiston College; or
 - (v) providing information and training for Workers; or
- f. when carrying out any other activity prescribed under the relevant legislation.

When consulting with Workers, Ormiston College will ensure:

- a. that relevant information about the matter is shared with Workers; and
- b. that Workers be given a reasonable opportunity –
 - (i) to express their views and to raise work health or safety issues in relation to the matter; and
 - (ii) to contribute to the decision-making process relating to the matter; and
- c. that the views of Workers are taken into account by Ormiston College;
- d. that the Workers consulted are advised of the outcome of the consultation in a timely way; and
- e. that records of the consultation process and outcome are retained

Ormiston College has established a Health and Safety Committee in accordance with the *Work Health and Safety Act 2011* and the *Work Health and Safety Regulation 2011*:

- a. to facilitate cooperation between the person conducting a business or undertaking and workers in instigating, developing and carrying out measures designed to ensure the workers' health and safety at work; and
- b. to assist in developing standards, rules and procedures relating to health and safety that are to be followed or complied with at the workplace; and
- c. any other functions prescribed under a regulation or agreed between the person conducting the business or undertaking and the committee.

Ormiston College Complaint Handling Policy and Procedures provide further guidance on resolving work health and safety issues.

In accordance with the Education (Accreditation of Non-State Schools) Regulation 2017, Ormiston College will ensure that:

- Awareness of this Policy is raised.
- This Policy is accessible.
- This Policy is implemented.
- Training on this Policy is provided.
- A complaints mechanism is provided.

Further details of these measures are provided below.

Investigate Incidents

Ormiston College will investigate incidents to identify the direct cause and contributing factors which led to the incident. The aim of the investigative process is to prevent recurrence of incidents and to identify learnings that shall lead to continual improvement of the Safety Management System.

Investigations shall be conducted by suitably trained and authorised person(s). Findings and recommendations shall be reviewed by the Workplace Health and Safety Committee to determine an appropriate action plan. The action plan shall be monitored to ensure actions have been completed and are effective.

Investigation outcomes shall be communicated to relevant stakeholders.

AWARENESS

Ormiston College will inform staff, students and parents of this Policy and any related processes relating to the health, safety and conduct of staff and students in communications to them and it will publish these processes on its Staff Intranet.

TRAINING

Ormiston College will train its staff on any related processes relating to the health, safety and conduct of staff and students on their induction. Information, training and instruction will occur as required to allow workers, students and other persons to perform their duties so they can work and study safely and effectively.

IMPLEMENTING THE PROCESSES

Ormiston College will ensure it is implementing this Policy and any related processes relating to the health, safety and conduct of staff and students by auditing compliance with this Policy and related processes.

ACCESSIBILITY OF PROCESSES

This Policy and any related processes relating to the health, safety and conduct of staff and students are accessible on the College website and will be available on request.

COMPLAINTS PROCEDURE

Suggestions of non-compliance with this Policy and any related processes may be submitted as complaints under Ormiston College Complaints Handling Policy.

COMPLIANCE AND MONITORING

In line with the *Work Health and Safety Act 2011* and the *Work Health and Safety Regulation 2011* and its duties Ormiston College is committed to monitoring the health of workers and the conditions at the College.

Ormiston College has implemented forms outlined in the reference section of this document which requires Workers and Other Persons to report any hazards or incidents resulting in potential or actual harm to health and safety. Ormiston College will regularly monitor, collate and report on hazards and incidents in accordance with the *Work Health and Safety Act 2011* and the *Work Health and Safety Regulation 2011*.

Ormiston College is also committed to reporting notifiable incidents to Workplace Health and Safety Queensland in accordance with the *Work Health and Safety Act* and the *Regulation*. Notifiable incidents include the death, serious injury or illness of a person or a dangerous incident, arising out of the conduct of the College.