



WORKPLACE HEALTH AND SAFETY POLICY

Purpose:	Ormiston College is committed to ensuring we comply with the Work Health and Safety Act 2011 (Qld); the Work Health and Safety Regulations 2011 (Qld) 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>How to Manage Work Health and Safety Risks – Code of Practice 2021</i> • <i>Managing the Risk of Psychosocial Hazards at Work – Code of Practice 2022</i> • <i>Work Health and Safety Consultation, Cooperation and Coordination – Code of Practice 2021</i> • <i>Other approved Codes of Practice under the Work Health and Safety Act 2011 (Qld), as applicable</i> 		
Ormiston College Related Documents:	<ul style="list-style-type: none"> • <i>Risk Management Policy</i> • <i>Risk Management Form</i> • <i>Critical Incident Management Plan</i> • <i>Incident Management Plan</i> • <i>Accident/Incident Form</i> • <i>Accident/Incident Flow Chart</i> • <i>Hazard Report Form</i> • <i>Hazard Resolution Flow Chart</i> • <i>Near Miss Report Form</i> • <i>Workplace Bullying Policy</i> • <i>Complaints Handling Policy</i> 		
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Signature: (Headmaster)			

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POLICY STATEMENT

Ormiston College is committed to providing and maintaining a safe and health workplace for all workers including contractors and volunteers as well as students, parents, visitors and members of the public. Hazards and risks to health, and safety will be eliminated or minimised, as far as is reasonably practicable.

We are committed to ensuring we comply with the *Work Health and Safety Act 2011 (Qld)*; the *Work Health and Safety Regulations 2011 (Qld)* and the relevant Codes of Practice and Australian Standards so far as is reasonably practicable.

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

RESPONSIBILITIES

The Act outlines the duties held by the Person Conducting the Business or Undertaking (PCBU), officers, workers and other persons within the school community. Ormiston College acknowledges the duties held by these roles cannot be transferred or delegated to another person.

More than one person can concurrently have the same duty and each duty holder must comply with that duty to the standard required by the legislation.

If more than one person has a duty for the same matter, each person is required to carry out their duty to the extent they have the capacity to influence and control the matter and 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 (PCBU)

The PCBU has the primary duty of care under the Act, to ensure as far as reasonably practicable, the health and safety of workers and any other person, is not put at risk from work carried out from conducting the business such as a school. In fulfilling this duty, Ormiston College will:

- Provide and maintain a safe work environment
- Provide and maintain safe plant and structures
- Provide and maintain safe systems of work
- Ensure safe use, handling and storage of plant, structures and substances
- Provide adequate facilities for workers welfare
- Provide information, training, instruction or supervision
- Monitor the health of workers and the conditions at the school to prevent illness or injury

In addition to the primary duty of care, the PCBU has duties outlined in other sections of the Act. In fulfilling these duties, Ormiston College will ensure, so far as is reasonably practicable:

- Safe entry and exit to the school
- Anything arising from the school is free from risk to the health and safety of any person
- Fixtures, fittings and the plant are without risks to the health and safety of any person
- Provision of consultation, cooperation and issue resolution to workers
- Reporting of notifiable incidents as soon as the school becomes aware of the incident
- Compliance with codes of practices or adoption of an equivalent or higher standard

The Regulation also includes PCBU duties providing specific requirements, to supplement the broad PCBU duties in the Act. In fulfilling these duties, Ormiston College will:

- Identify reasonable foreseeable hazards
- Ensure general workplace facilities, including the maintenance of and accessibility to the facilities meet minimum requirements, so far as reasonably practicable

- Ensure the provision of and access to first aid equipment, and first aid training meet the minimum requirements
- Ensure an emergency plan is prepared, maintained and implemented, meeting the minimum requirements in the regulation
- Ensure psychosocial risks are appropriately managed, including but not limited to managing the risk to the health and safety of workers, or other persons at work of sexual harassment or sex or gender-based harassment. If such a risk is identified, the PCBU has a duty to prepare a prevention plan, complying with the Regulation.

Officers

Officers have a duty under the Act to exercise due diligence, by ensuring the PCBU complies with the duties under the Act. Officers of Ormiston College will exercise due diligence by taking the following reasonable steps:

- to acquire and keep up-to-date knowledge of work health and safety matters; and
- understanding of the nature of the operations and the associated hazards and risks; and
- ensuring the College has resources and processes to eliminate or minimise risks to health and safety and
- ensuring the College has processes for receiving, considering and responding to information about incidents, hazards and risks; and
- ensuring processes for complying with Workplace Health and Safety legislation; and
- auditing and reviewing, work health and safety processes and use of the resources.

Workers

Workers have duties under the Act. Workers of Ormiston College have the following duties and will:

- take reasonable care for his or her own health and safety; and
- take reasonable care that their conduct does not adversely affect others; and
- comply, so far as is reasonably able, with any reasonable instruction that is given by the College; and
- co-operate with any reasonable, notified policy or procedure.

Responsibilities of Others at the College (other persons)

All other persons have duties under the Act. All other persons at the College have the following duties and will:

- take reasonable care for his or her own health and safety; and
- Ensure their conduct does not adversely affect others; and
- Comply, so far as the person is reasonably able, with any reasonable instruction that is given by the College.

Other Roles

To assist with compliance and to facilitate the cooperation between the PCBU and workers and other persons, the College has established a Workplace Health and Safety Committee (WHSC). In addition, the College has appointed a Work Health and Safety Officer (WHSO) to assist the College to fulfil its duties.

Ormiston College may establish additional roles or committees such as HSR's to assist in managing the school's work health and safety duties under the Act.

IMPLEMENTATION

Ormiston College is committed to protecting Workers and Other Persons against harm to their health and safety and will implement the following measures in line with the *Work Health and Safety Act 2011 (Qld)* and the *Work Health and Safety Regulation 2011 (Qld)*:

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

Operational procedures supporting this Policy are outlined in associated WHS procedures and guidelines. Further details of these measures are provided below.

Risk Management Processes

The College's Risk Management Policy/Framework provides further guidance on the process and approach to managing risks at the College.

Where the approach in the Risk Management Policy/Framework does not eliminate risk to the health and safety of workers and others, the College must minimise risks, so far as is reasonably practicable.

Where the risk relates to sexual harassment or sex or gender-based harassment, the controls considered for implementation by the PCBU must take account of the matters in the Regulation.

Information, Training, Instruction and Supervision

Ormiston 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. The 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/Framework provides further guidance on the information, training, instruction and supervision provided to Workers at the College.

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 College, 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 matters. Matters may include identifying, assessing and eliminating or minimising risks relating to work carried out by the workers at the College, making decisions about the adequacy of facilities for the welfare of workers, proposing changes that may affect the health and safety of workers, proposed changes to procedures for consulting workers, resolving workers issues, monitoring worker safety or conditions at the workplace and provision of information and training.

Consultation with workers includes sharing information regarding work, health and safety matters with workers and giving them a reasonable opportunity to:

- Express their views and raise work health and safety issues in relation to the matter; and
- Contribute to the decision-making process relating to the matter; and
- Have their views taken into account by the PCBU; and
- Access information on the outcome of the consultation, in a timely manner.

If the workers are represented by a HSR, consultation will include the HSR. If one or more workers asks the school to consult with their representative, the consultation will include the worker's representative.

Ormiston College will refer to the College's Complaints Handling Policy for further guidance on work health and safety issues.

COMPLIANCE AND MONITORING

Investigate Incidents

Ormiston College has implemented an incident reporting process which requires workers and other persons to report any hazards or incidents resulting in potential or actual harm to health or safety. The College will regularly monitor, collate and report on hazards and incidents.

Notifiable Incidents

Ormiston College is also committed to reporting notifiable incidents to Workplace Health and Safety Queensland in accordance with the *Work Health and Safety Act 2011 (Qld)* and the *Work Health and Safety Regulation 2011 (Qld)*. Notifiable incidents include the death, serious injury or illness of a person or a dangerous incident, in relation to the College. The College will notify the regulator, Workplace Health and Safety Queensland, immediately and by the fastest means possible after becoming aware of a notifiable incident and will preserve the incident site as far as reasonably practicable until the inspector arrives.

Appointment of a Health and Safety Representative (HSR)

Ormiston College will facilitate the election of an HSR where a worker asks for an HSR to be elected.

Where the HSR role becomes vacant, as soon as reasonably practicable after the vacancy occurs, the school will notify workers about the powers of the HSR and the HSR election process and invite workers to request the facilitation of an election.

If the College does not have an HSR, the school will notify workers about the powers of the HSR and the HSR election process and invite workers to request the facilitation of an election. If the school does not receive a request to elect an HSR, the notification and invitation will be repeated annually.

Work Health and Safety Committee (WHSC)

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

- 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.

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.

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.

Annexure A – Definitions

- **Person Conducting a Business or Undertaking (PCBU)**¹ includes those operating a business alone or with others; for profit or not-for-profit; and partners in a partnership. A person is not a PCBU if solely a worker or officer in a business, is an elected member of a local government or a volunteer association. Examples of a PCBU include a company, association, a sole trader, or partners in a partnership.
- **Officer** is a person who makes or participates in making decisions, that affect the whole or a substantial part of the business or undertaking of the State or Commonwealth², public authority³ or a corporation⁴. In a school this may include members of the school board and senior leadership employees such as the Principal or Business Manager, Chief Financial Officer and/or Chief Operating Officer.
- **Worker**⁵ includes employees, contractors and subcontractors and their employees, employees of a labour hire company who has been assigned to work in the school, outworkers, apprentices, trainees, students gaining work experience and volunteers. A PCBU, for example a sole trader, can also be a worker if they carry out work in the business.
- **Health and Safety Representative (HSR)**⁶ (Sch5 *Work Health and Safety Act 2011*): is a worker, elected by workers⁷, to represent the health and safety of the work group of which the worker is a member. An HSR's duties include representing workers in the work group in matters related to health and safety; investigating complaints from workers in their workgroup relating to health and safety; inquiring about risks to workers; requesting and receiving information about the WHS of workers in the HSR's work group; monitoring measures undertaken by the PCBU; accompanying a WHS entry permit holder if they enter the workplace under part 7 of the Act where the reason for entry relates to the HSR's work group; inspecting the workplace including with an inspector; requesting a health and safety committee be established; directing that unsafe work cease; and the issuing of provisional improvement notices (PIN) in certain circumstances; with a workers consent, be present at an interview concerning work health and safety between a worker or a group of workers and the PCBU, or workers and an inspector; and when necessary request assistance from a suitable entity for the HSR⁸.
- **Work Health and Safety Officer (WHSO)**⁹ is a suitably qualified person appointed by the PCBU to assist in fulfilling the PCBU's work health and safety duties. Activities include identifying and reporting on work health and safety matters, hazards and risks, notifying of or investigating incidents, accompanying or assisting an inspector during an inspection and establishing training. The PCBU may also act in the role of work health and safety officer¹⁰.
- **Health and Safety Committee (HSC)**¹¹ is a body established to facilitate cooperation between the PCBU and the workers and to assist with work health and safety compliance including developing standards, rules and procedures. Membership of the committee must include the HSR and the work health and safety officer, if these positions have been established at the school and at least half of the committee members must be workers, not nominated by the PCBU.
- **Psychosocial hazard** means a hazard that arises from the design or management of work, the working environment, plant, or workplace interactions or behaviours, and that may cause psychological or physical harm.
- **Representative** of a worker, means the health and safety representative for the worker; or a suitable entity for representing the worker that is authorised by the worker to represent the worker¹².

¹ *Work Health and Safety Act 2011 s.5*

² *Work Health and Safety Act 2011 s.247*

³ *Work Health and Safety Act 2011 s.252*

⁴ *Corporations Act 2001 s.9*

⁵ *Work Health and Safety Act 2011 s.7*

⁶ *Work Health and Safety Act 2011 Schedule 5*

⁷ *Work Health and Safety Act 2011 Part 5*

⁸ *Work Health and Safety Act 2011 s.68*

⁹ *Work Health and Safety Act 2011 s.103B*

¹⁰ *Work Health and Safety Act 2011 s.103C*

¹¹ *Work Health and Safety Act 2011 s.75*

¹² *Work Health and Safety Act 2011 s45A*

- **Suitable entity**, for representing or assisting a worker or the health and safety representative for a worker, means a relevant union for the worker; or another entity that is authorised by the worker or representative to represent or assist the worker or representative; but is not an excluded entity for representing or assisting the worker or representative¹³.
- **Reasonably practicable**¹⁴ means what is reasonably able to be done to ensure the health and safety of workers and other person at the school. Determining what is reasonable requires a weighing up of relevant matters such as the likelihood or degree of harm from the hazard or risk, availability of ways to eliminate or minimise the risk and associated costs, including whether the cost is grossly disproportionate to the risk.
- **Notifiable Incident**¹⁵ occurs when there is a death, serious injury or illness or a dangerous incident, at the workplace, relating to a worker or other person. Such incidents must be reported to Work Health and Safety Queensland immediately after the school becomes aware of the incident.
- **Serious Injury or Incident**¹⁶ is where a person needs immediate treatment as an in-patient in a hospital or treatment for certain injuries prescribed in the legislation such as amputation, serious head or an eye injury, a serious burn, separation of skin from tissue, spinal injury, loss of bodily function or serious lacerations. It also includes medical treatment within 48 hours of exposure to a substance.
- **Dangerous Incident**¹⁷ is an incident in relation to a workplace, where worker or any other person's health and safety is at risk due to exposure to uncontrolled events for example substance spillage, explosion or fire, or involvement in an accident such as a fall, electric shock or the collapse of a structure.

¹³ *Work Health and Safety Act 2011 s.45A*

¹⁴ *Work Health and Safety Act 2011 s.18*

¹⁵ *Work Health and Safety Act 2011 s.35*

¹⁶ *Work Health and Safety Act 2011 s.36*

¹⁷ *Work Health and Safety Act 2011 s.37*