

1 Preamble

1.1 Purpose

The purpose of this policy is to outline Pacific Lutheran College compliance framework for work health and safety, the health and safety, including the definition of key terms, roles and duties and the implementation and monitoring of measures to ensure, as far as reasonably practicable, the health and safety of workers and all other persons at the school.

1.2 Scope

This policy and its procedures apply to all members of the Pacific Lutheran College community including:

- all employees (full time, part time, permanent, fixed term, casual)
- volunteers, contractors, pre-service teachers and visitors
- College Council members and consultants
- students and parents/carers

1.3 Authorisation

The College Council is responsible for authorising this policy.

1.4 Responsible Officer

The Business Manager is responsible for reviewing this policy and its procedures.

1.5 Communication

This policy and its procedures will be communicated via staff email, Staff Handbook and staff meetings.

1.6 Storage

This policy and its procedures will be stored in the Staff Handbook on the College network and within the Enterprise Risk Management website.

1.7 Linked Documents

Title
Pacific Lutheran College Building a Culture of Respect Policy
Pacific Lutheran College Business Continuity Policy and Procedure
Pacific Lutheran College Child Protection Policy and Procedure
Pacific Lutheran College First Aid Policy
Pacific Lutheran College Grievance Policy and Procedure
Pacific Lutheran College Sexual Harassment Policy
Pacific Lutheran College Staffing Policy and Procedure
Pacific Lutheran College Sunsafe Policy
Pacific Lutheran College Workplace Anti-harassment Policy

1.8 Review Date

This policy and its procedures are to be reviewed on an annual basis as recorded in the Policy and Procedures Register. This policy was endorsed by the College Council on 10/10/05 and reviewed on 11/09/06, 9/10/06, 16/10/12, 11/02/14, 12/05/15, 08/03/16, 13/6/17, 11/9/18, 11/12/19, 13/10/20, 14/9/21, 16/4/23, 16/4/25, and 24/3/26.

2 Definitions and Legislation

2.1 Definitions

Work Health & Safety the objective to prevent a person's death, injury or illness being caused by a workplace, by a relevant work area, by work activities, or by plant or substances for use at a relevant place.

Person Conducting a Business or Undertaking (PCBU) 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 An officer is a person who makes, or participates in making, decisions that affect the whole or a substantial part of the business or undertaking. In a school context, this may include members of the school board and senior leaders such as the Principal, or Business Manager.

Worker 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, work-experience students, and volunteers. A PCBU, such as a sole trader, can also be a worker when carrying out work for the business or undertaking

Health and Safety Representative (HSR) is a worker, elected by workers, to represent the health and safety of the work group of which the worker is a member. Their functions include raising and investigating WHS concerns, inquiring into risks, requesting WHS information, monitoring WHS measures, accompanying inspectors or entry permit holders, inspecting the workplace, requesting a health and safety committee, directing unsafe work to cease, issuing provisional improvement notices, attending WHS interviews with a worker's consent, and seeking assistance when required.

Work Health and Safety Officer (WHSO) is a suitably qualified person appointed by the PCBU in meeting its WHS duties. Their functions include identifying and reporting WHS issues, hazards, and risks; notifying or investigating incidents; supporting inspectors during workplace visits; and coordinating WHS training. The PCBU may also perform this role if appropriately qualified.

Health and Safety Committee (HSC) is a body established to support cooperation between the PCBU and the workers and to assist with work health and safety compliance including developing standards, rules and procedures. 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.

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 worker.

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 representative.

Reasonably practicable 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 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 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 Any unplanned event that exposes a worker or other person to a risk to their health or safety. This includes uncontrolled events such as spills, fires, explosions, electric shock, structural collapse, falls, or any other occurrence that has the potential to cause harm.

Sexual Harassment Sexual harassment occurs when a person subjects another to unwelcome sexual behaviour that is intended to offend, humiliate, or intimidate, or where a reasonable person would anticipate the possibility of that effect.

Sex-based harassment Sex based harassment is unwelcome, demeaning conduct directed at a person because of their sex or gender, intended to offend, humiliate, or intimidate, or where a reasonable person would anticipate that effect

2.2 Roles and duties

The WHS Act outlines the duties held by the Person Conducting the Business or Undertaking (PCBU), officers, workers and other persons within the school community. Pacific Lutheran 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. Duties of specific roles outlined below.

2.2.1 Person conducting the business or undertaking (PCBU)

The PCBU has the primary duty of care under the WHS 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, Pacific Lutheran 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 WHS Act. In fulfilling these duties, Pacific Lutheran 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
- If a worker occupies accommodation that is owned by or under the management or control of the school and the occupancy is necessary for the purpose of the Worker's engagement because other accommodation is not reasonable available, the school will, so far as is reasonable practicable, maintain the premises so that the worker occupying the premises is not exposed to risks to health and safety.

The WHS Regulation also imposes specific duties on the PCBU. In fulfilling these Pacific Lutheran College will:

- Identify reasonably foreseeable hazards
- Ensure general workplace facilities, including the maintenance of and accessibility to the facilities meet minimum requirements, so far as is 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, including risks of sexual harassment or sex or gender-based harassment, are appropriately managed, in compliance with the [Managing the risk of Psychosocial Hazards at Work Code of Practice 2022](#), or in a way that provides an equivalent or higher standard of work health and safety than the standard required in the code
- Identify where sexual harassment and sex or gender-based harassment is a reasonably foreseeable hazard that could give rise to risks to the health and safety of workers and others
- Assess, determine and review control measures in accordance with the [Guide for PCBUs: Managing the risk of sexual harassment and sex or gender-based harassment at work \(WHSQ\)](#)
- If sexual harassment or sex or gender-based harassment risks are identified, prepare and implement a Prevention Plan in compliance with the WHS Regulation

2.2.2 Officers

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

- acquiring and keeping up-to-date knowledge of work health and safety; and
- understanding the nature of the schools' operations and the associated hazards and risks; and
- ensuring the school has resources and processes to eliminate or minimise risks to health and safety; and
- ensuring the school has processes for receiving, considering, and responding to information about incidents, hazards and risks; and
- ensuring processes for complying with work health and safety legislation; and
- auditing and reviewing, work health and safety processes and use of the resources.

2.2.3 Workers

Workers have duties under the WHS Act. Workers of Pacific Lutheran College have the following duties and will:

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

2.2.4 Other persons

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

- Take reasonable care for their own safety; and
- Ensure their conduct does not adversely affect others; and
- Comply, so far as the person is reasonably able, with reasonable instructions given by the school.

2.2.5 Other roles

Pacific Lutheran College has established additional roles or committees to assist in managing the school's work health and safety duties under the Act, these include:

- Appointing one or more health and safety representatives (HSRs), by election, to represent the workers. The school must hold an election to appoint a HSR where one or more workers makes such a request.
- Establishing a health and safety committee (HSC), to facilitate cooperation between the PCBU and the workers and to assist with compliance. The school must establish an HSC if a request is made by a HSR or it is a requirement under regulation.
- Appointing a Work Health and Safety Officer (WHSO), to assist the school fulfil its duties. A person appointed as WHSO must have the minimum qualifications and a certificate of authority issued by Work Health and Safety Queensland.

3 Policy Statement

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

In doing so, the school will comply with the *Work Health and Safety Act 2011* (Qld), (WHS Act) the *Work Health and Safety Regulation 2011* (Qld), (WHS Regulation) and relevant codes of practice.

This commitment aligns with Pacific Lutheran College obligations under the *Education (Accreditation of Non-State Schools) Regulation 2017* to comply with the requirements of the *Work Health and Safety Act 2011* (Qld).

This policy should be read in conjunction with the Pacific Lutheran College Sexual Harassment Policy which applies to unlawful conduct under the *Sex Discrimination Act 1984* (Cth) that can be defined as sex discrimination, sexual harassment, sex-based harassment, conduct that creates a hostile workplace environment on the ground of sex and related victimisation. Pacific Lutheran College also has a legal obligation under the SD Act, being a positive duty to take reasonable and proportionate measures to eliminate, as far as possible, unlawful conduct that is sexual harassment, sex-based harassment, conduct that creates a hostile workplace environment on the ground of sex and related victimisation.

4 Implementation

Pacific Lutheran 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 WHS Act and Regulation:

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

4.1 Risk Management Framework

Pacific Lutheran College's Risk Management Framework provides further guidance on the process and approach to managing risks at the school. Where the approach in the Risk Management Framework does not eliminate the risk to the health and safety of workers and others, the Pacific Lutheran College must minimise risks, so far as is reasonably practicable, by doing one or more of the following:

- a) substituting (wholly or partly) the hazard giving rise to the risk with something that gives rise to a lesser risk;
- b) isolating the hazard from any person exposed to it;
- c) implementing engineering controls.
- d) If a risk then remains, the duty holder must minimise the remaining risk, so far as is reasonably practicable, by implementing administrative controls.
- e) If a risk then remains, the duty holder must minimise the remaining risk, so far as is reasonably practicable, by ensuring the provision and use of suitable personal protective equipment.
- f) 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 WHS Regulation.

4.2 Information, training, instruction and supervision

Pacific Lutheran 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. 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.

Pacific Lutheran 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.

Pacific Lutheran College's staff handbook provides further guidance on the information, training, instruction and supervision provided to workers at the school.

4.3 Consultation, cooperation and issue resolution

Pacific Lutheran College acknowledges its duty to consult, so far as is reasonably practicable, with workers who carry out work for the school, who are or are likely to be, directly affected by work health and safety matters. Matters may include identifying, assessing, and eliminating or minimising risks relating to work carried out by the workers at the school, proposed changes to procedures for resolving worker issues or monitoring worker safety and wellbeing and the provision of information and training.

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

- Express their views and raise work health and safety and wellbeing issues in relation to a matter
- Contribute to the decision-making process relating to the matter;
- 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 ask the school to consult with their representative, the consultation will include the worker's representative.

Pacific Lutheran College will refer to the College Grievance Policy for further guidance on resolving work health and safety issues.

4.4 Compliance and Monitoring

4.4.1 Incident Reporting

Pacific Lutheran 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 and safety. The school will regularly monitor, collate and report on hazards and incidents.

4.4.2 Notifiable Incidents

Pacific Lutheran College is committed to reporting notifiable incidents to [Workplace Health and Safety Queensland](#) in accordance with the WHS Act and Regulation. Notifiable incidents include the death, serious injury or illness of a person or a dangerous incident, in relation to the school.

The school 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.

4.4.3 Appointment of a Health and Safety Representative (HSR)

Pacific Lutheran 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 Pacific Lutheran 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.

4.4.4 Health and Safety Committee

Pacific Lutheran College will establish a health and safety committee within 28 days if requested to do so by an HSR or 5 or more workers.

4.4.5 Training

Pacific Lutheran College will train its staff on this policy and any related processes relating to the health, safety and conduct of staff and students on their induction and will refresh training annually.

4.4.6 Implementing the Processes

Pacific Lutheran 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 annually.

4.4.7 Accessibility of Processes

This policy and any related processes relating to the health, safety and conduct of staff and students are accessible on the staff handbook and Pacific Lutheran College Website.

4.4.8 Complaints Procedure

Suggestions of non-compliance with this policy and any related processes may be submitted as complaints under Pacific Lutheran College Grievance Policy.

Document Control

Document Control	
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Owner	College Council
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Version Control

Version	Date of Approval	Approved By	Description of Change
1.14	March 2026	College Council	Full review of policy and updates made pursuant to LEQ template.;