

# WORK HEALTH AND SAFETY POLICY



Human Resources and Compliance

Version 1.0

Last Reviewed: 14 May 2019

## 1 Statement

St John's Anglican College is committed to providing and maintaining a safe and healthy workplace for all workers (including contractors and volunteers) as well as clients, visitors and members of the public in accordance with legislative requirements.

## 2 Scope

This policy applies to College Council members, employees, contractors, volunteers and visitors to St John's Anglican College.

## 3 Principles

This policy is based on the principles below:

- St John's Anglican College adheres to the *Work Health and Safety Act 2011* (Qld) (the Act) and is committed to developing and maintaining effective, efficient and robust Work Health and Safety (WHS) management systems with the goal to provide a safe and healthy work environment that is free from workplace injury and illness.
- Hazards and risks to health and safety will be eliminated or minimised, as far as is reasonably practicable.
- The responsibility for managing health and safety ultimately rests with the Principal, College Council and management.
- All persons at the workplace have a role to play in achieving a safe and healthy work environment. This is accomplished through the participation, cooperation and commitment of everyone in the workplace.
- The term 'workplace' includes the following, even when it occurs outside of ordinary business hours:
  - working on site or off-site
  - attendance at a work-related conference
  - attendance at a work-related event, including retreats and social events.



## 4 Student Protection

The College supports the rights of children and young people and is committed to ensure the safety, welfare and wellbeing of students. The College is therefore committed to responding to allegations of student harm resulting from the conduct or actions of any person including that of employees. This commitment includes the provision of a safe and supportive living and learning environment for all students and requires all employees, volunteers and visitors to model and encourage behaviour that upholds the dignity and protection of students from harm.

## 5 WHS Accountabilities and responsibilities

Work Health and Safety is everyone's responsibility.

### 5.1 Management responsibilities

Management will:

- Ensure the College complies with all legislation relating to health and safety.
- Use risk identification, assessment and control principles to eliminate or otherwise control identified risks.
- Eliminate or minimise all workplace hazards as far as is reasonably practicable.
- Provide information, instruction and training to enable all workers to work safely.
- Support each worker in their obligation to be responsible and accountable for health and safety issues including repairs and maintenance.
- Develop an awareness in staff, contractors and visitors of health and safety issues through the dissemination of appropriate information.
- Supervise workers to ensure work activities are performed safely.
- Consult with and involve workers on matters relating to health, safety and wellbeing.
- Provide appropriate safety equipment and personal protective equipment.
- Provide a suitable injury management and return to work program.
- Aim to work in a way that does not endanger the health and safety of themselves or others.

### 5.2 Workers (including contractors and volunteers) responsibilities

Workers will:

- Take reasonable care for their own health and safety.
- Comply with all relevant legislation and Codes of Practice.
- Follow safe work procedures, instruction and rules.
- Participate in safety training.
- Report health and safety hazards.
- Report all injuries and incidents.
- Use safety equipment and personal protective equipment (PPE) as instructed.
- Aim to work in a way that does not endanger the health and safety of themselves or others.



## 6 Privacy

Any personal information is obtained, stored and released in accordance with the *Privacy Act 1988*. For further information please refer to the College's *Privacy Procedure*.

## 7 Accountabilities and Responsibilities

The table below outlines the accountabilities and responsibilities for governing and managing the College.	
College Council:	Is responsible for ensuring the proper and effective management and operation of the College. This includes defining and monitoring the strategic direction, developing and monitoring policies, monitoring the effectiveness of the College Council and College, and establishing control and accountability systems.
Principal:	Is responsible for the administration and implementation of the College's strategic direction, policies and procedures and control and accountability systems developed by the College Council. The Principal works closely with and is accountable to the College Council for leading the College to deliver high quality curriculum and educational outcomes, excellence in teaching and learning, a strong College community and driving market growth.
Manager Human Resources and Compliance:	Is responsible for ensuring the achievement of College strategic objectives through the development and application of best practice Human Resource Management principles and practices that comply with legislative requirements. The Manager Human Resources and Compliance works closely with and is accountable to the Principal for developing, implementing and evaluating an appropriate policy framework compliant with all statutory requirements.
Employees:	Are expected to abide by all College policies and procedures.

## 8 Related policies, procedures and other documents

### 8.1 Policies

Compliance Management Policy

Duty of Care Policy

Facilities Management Policy

International College Homestay Management Policy

Risk Management Policy

Staff Management Policy

Student Protection in Anglican Schools Policy

Student Management Policy

Student Welfare Policy

Volunteer Management Policy

Work Health and Safety Management Policy



## 8.2 Procedures

Concussion Management Procedure

Consultation and Cooperation Procedure

Critical Incident Management Procedure

Emergency Planning and Response Procedure

Employee Assistance Procedure

Extreme Weather Procedure

First Aid Procedure

Incident Reporting Procedure

Leave Management Procedure

Primary Evacuation Procedure

Primary Lockdown Procedure

Privacy Procedure

Purchasing and Procurement Procedure

Respect in the Workplace Procedure

Risk Management Procedure

Secondary Bomb Threat Procedure

Secondary Evacuation Procedure

Secondary Lockdown Procedure

Staff Drug and Alcohol Procedure

Student Protection in Anglican School Procedure

Sun Safety Procedure

Vaccine Preventable and Infectious Diseases Procedure

Volunteer Management Procedure

WHS Committee Procedure

WHS Hazard Identification, Risk Assessment and Control Procedure

WHS Leadership and Management Procedure

Working with Children Procedure

Workplace Rehabilitation and Return to Work Procedure



### 8.3 Other documents

Contractors and Visitors Induction Handbook  
Critical Incident Management Plan  
Critical Incident Follow Up, Debriefing and Review Guidelines  
Duty of Care Statement  
FSAC Ltd Enterprise Agreement  
Lockdown Poster  
Parent and Non-Parent Volunteers Induction Handbook  
Quick Reference Poster for Evacuation and Lockdown  
Risk Assessment form  
Risk Management Plan  
Risk Management Register  
Staff Code of Conduct  
Staff Induction Handbook  
Student Code of Conduct  
Student Protection Resource Sheets

### 8.4 Legislation

*Child Protection Act 1999*  
*Education (Accreditation of Non-State Schools) Act 2017*  
*Education (Accreditation of Non-State Schools) Regulation 2017*  
*Education Services for Overseas Students Act 2000*  
*Education Services for Overseas Students Regulations 2001*  
*Information Privacy Act 2009*  
*National Code of Practice for Providers of Education and Training to Overseas Students*  
*Privacy Act 1988*  
*Transport Operations (Road Use Management) Act 1995 (Qld)*  
*Transport Operations (Passenger Transport) Act 1994 (Qld)*  
*Work Health and Safety Act 2011*  
*Work Health and Safety Regulations 2011*  
*Workers' Compensation and Rehabilitation Act 2003 (Qld) (and related amendments)*  
*Workers' Compensation and Rehabilitation Regulation 2014*



*Working with Children (Risk Management and Screening) Act 2000*

*Working with Children (Risk Management and Screening) Regulation 2011*

## 9 Approval

This procedure was issued on 15 May 2019 under the authority of the Principal. This document represents the current policy of the College until it is revised or rescinded.

## 10 Managing this policy

### 10.1 Review

This procedure is to be reviewed every two years or earlier if necessary. The Manager Human Resources and Compliance is responsible for reviewing or making approved modifications to the procedure and distributing.

### 10.2 Breach of Policy

All employees are expected to abide by College policies and procedures, failure to do so may lead to disciplinary action ranging from counselling to dismissal.

## 11 Document information

### Version Control

Version	Date	Description	Author
1.0	14/05/2019	Procedure review and changes to operational environment	Manager HR and Compliance

## 12 Authorisation

Maria McIvor  
Principal  
Date: 15 May 2019