

FSAC Ltd

Board Policy 12 of 15

Work Health & Safety Management Policy

2017

Document Approval and Version Control	
Version # 4.3 Last amended: 20.12.2016	Approved by: FSAC Ltd Board Name: Signed: Date:
Contact Officers: Position: Manager Human Resources Name: Craig Middleton	Next Review: 30.06.2017

1. POLICY STATEMENT

The Board is committed to providing a safe and healthy working environment for users of its facilities and equipment. The effective implementation of Workplace Health and Safety policy and procedures, and the establishment and maintenance of safe systems of work at FSAC will ensure this commitment is met. All staff and users of College facilities are responsible to ensure to the best of their ability that College activities do not expose any person to the risk of potential injury or illness.

SPECIAL NOTE: This Policy should be read in concert with Policy No. 2 Student Protection in Anglican Schools Policy and Procedures which deals with matters of harm, sexual abuse or inappropriate behaviour. The Student Protection Policy and Procedures must be kept at the forefront when considering and implementing the contents of this policy and associated procedures. In the event that reasonable suspicions that harm exists, and/or sexual abuse has occurred or is likely to occur, the Student Protection Policy and Procedures must be followed.

1.1. Scope

This policy applies to all Board and Council members, senior officers, staff, students, volunteers, contractors and visitors. This policy applies to all who conduct work, interaction or any other activities that are under the management, control, influence or participation within FSAC Ltd. This policy applies to all on and off-site FSAC Ltd interests and activities.

1.2. Principles

- Policies and procedures need regular review to ensure alignment of the FSAC Work Health and Safety Policy, governance and compliance with the *Work Health and Safety Act 2011* (the Act), Regulations and relevant Codes of Practice.
- Cooperation and clear communication between the people who manage or control the work and those who carry out the work is essential for effective management of WH&S.
- Workplace rehabilitation assists the process of recovery from workplace injury or illness and helps restore the person's normal function sooner.
- Workplace harassment by any person regardless of the position held is unacceptable and will not be tolerated under any circumstances.

1.3. Legal Authorities

The following legislation provides the authoritative basis for this policy:

Fair Work Act 2009 (Cth)
Fair Work Amendment Act 2012 (Cth)
Whistleblowers Protection Act 1994
Disability Discrimination Act 1992
Racial Discrimination Act 1975
Sex Discrimination Act 1984
Prevention of Workplace Harassment and Bullying Code of Practice 2004
Work Health and Safety Act 2011 (Qld)
Work Health and Safety Regulation 2011 (Qld)
Work Health and Safety Consultation and Co-operation and Co-ordination Code of Practice 2011 (Qld)
Workers Compensation and Rehabilitation Act 2003 (Qld)
Workers Compensation and Rehabilitation Regulations 2003 (Qld)
Current WorkCover Queensland Classifications (Qld)

Queensland Anti-Discrimination Act 1991 (Qld)
Queensland Civil and Administrative Tribunal 2009 (Qld)

1.4. **Affiliated Authorities**

The following policies and procedures support this policy:

- 12.1 WHS Policy Statement Procedure
 - 12.1.1 WHS Policy Statement
 - 12.2 WHS Leadership and Management Procedure
 - 12.3 Consultation, Cooperation and Collaboration Procedure
 - 12.3.1 WHS Committee Procedure
 - 12.4 Incident Accident Reporting Procedure
 - 12.4.1 Incident Accident Investigating Procedure
 - 12.5 WHS Risk Management Procedure
 - 12.6 Emergency Planning and Response Procedure
 - 12.7 Hazard Reporting and Management Procedure
 - 12.8 WHS Compliance Management Procedure
 - 12.9 First Aid Procedure
 - 12.10 Contractor WH&S Procedure
 - 12.11 Staff WHS Orientation and Induction Procedure
 - 12.12 Staff WHS Training Procedure
 - 12.13 Workplace Rehabilitation and Return to Work Procedure
 - 12.14 Prevention of Workplace Bullying Procedure
- **FSAC Corporate Governance Manual**
- **FSAC Limited Enterprise Agreement**

2. **ACCOUNTABILITIES**

General Accountabilities

The Board is the governing body of FSAC Ltd, and is therefore ultimately responsible for ensuring the proper and effective management and operation of the FSAC organisation. The Board is responsible for the overall governance of FSAC Ltd. This includes defining and monitoring the strategic direction, developing and monitoring policies, monitoring the effectiveness of the Board's and the Company's performance, and establishing control and accountability systems. is responsible

The Board is responsible for legislative compliance and to ensure that procedures satisfy applicable codes of practice. Regular review of procedures and their implementation will ensure compliance as will the fostering of a transparent reporting environment.

The College Councils are responsible for the administration and implementation of the Strategic Direction, Policies and Procedures and Control and Accountability systems developed by the Board. The College Councils act within the scope of powers delegated to them by the Board and remain accountable to and report regularly to the Board.

The Principals

The Principal of St John's Anglican College and the Principal of the Springfield Anglican College are held accountable for the effective management of their College including the maintenance of all accreditation compliance requirements. The Principals are

3. POLICY ADMINISTRATION

responsible to the Board for leading the Colleges to deliver high quality curriculum and educational outcomes, excellence in teaching and learning, strong College communities and driving the agenda for building the Colleges' market growth. The Principals work closely with the College Councils in the management of the College. The Principals report to the Board through the College Council.

The Manager Human Resources and Compliance is responsible for ensuring the FSAC Ltd organisation achieves its strategic objectives through the development and application of best practice human resource management principles and practice which comply with employment law, industrial relations and work health and safety requirements and which minimise corporate risk exposure to human resource related issues by ensuring that a comprehensive Board and operational policy framework is in place and compliant to all statutory requirements.

Staff, Contractors, Volunteers and Visitors must be conversant in their compliance obligations under this policy.

In accordance with policy development and review protocol this policy will be recorded as an authorised policy approved on the date shown on the front of this policy document.

The policy will be reviewed twelve months from the date of the approval shown herein. Notwithstanding the scheduled review, should any circumstance change materially before the 12 month review period, the policy will be immediately reviewed in order to maintain appropriate accuracy, relevance and authority.