



Work Health & Safety Policy

Version WHS2022-1.0

Purpose:	The purpose of this policy is to outline procedures to ensure, as far as practicable, a healthy and safe workplace.	
Scope:	This policy applies to employees, including volunteers, and to contractors working at the College ('the College'). It outlines the steps the College takes to safeguard the health and safety of people working on site; as well as providing information about sun safety, safety equipment, manual handling, and workstations. The Policy also includes the College's position and policy on rehabilitation.	
Status:	APPROVED	Supersedes: WHS2021-1.0
Authorised by:	Arcadia College Board	Approval Date: 17 August 2022
Authorities & References:	<p><i>Work Health and Safety Act 2011 (Qld)</i> <i>Work Health and Safety Regulation 2011 (Qld)</i> <i>Work Health and Safety (Codes of Practice) Notice 2011 (Qld)</i> <i>Workers' Compensation and Rehabilitation Act 2003 (Qld)</i> <i>Workers' Compensation and Rehabilitation Regulation 2014 (Qld)</i></p> <p>Critical Incident Management Policy Risk Management Policy Sexual Harassment Policy Workplace Bullying Policy</p> <p>Incident Reporting Procedure</p>	
Reviewed:	Annually	Next Review: August 2023
Responsibility:	Arcadia College Board	Point of Contact: CEO

Policy Statement

The 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 line with the legislation the College will ensure, so far as is reasonably practicable:

- that it complies with all legislation relating to health and safety;
- to eliminate or minimise all workplace hazards and risks as far as is reasonably practicable;
- to provide information, instruction and training to enable all workers to work safely;
- to supervise workers to ensure work activities are performed safely;
- to consult with and involve workers on matters relating to health, safety and wellbeing;
- to provide appropriate safety equipment and personal protective equipment; and
- to provide a suitable injury management and return to work program.

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

Definitions

Definitions relevant to this policy include:

- Person Conducting a Business or Undertaking (PCBU)
- [Officer](#)
- [Dangerous incident](#)
- [Due diligence](#)
- [Health and safety representative](#)
- [Reasonably practicable](#)
- [Serious injury or illness](#)
- [Worker](#)

Responsibilities

The College acknowledges that its duties cannot be transferred or delegated to another person. The College also acknowledges that:

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;
 - 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 (PCBU)

In its legal role as a *PCBU*, the College must undertake its role and responsibilities as follows:

1. The 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.
2. The 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. The 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;
 - b. the provision and maintenance of safe plant and structures;
 - c. the provision and maintenance of safe systems of work;
 - d. the safe use, handling and storage of plant, structures and substances;
 - 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;
 - 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. The 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. The 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. The 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. The College will ensure compliance when reporting notifiable incidents under the relevant provisions of the legislation.
8. The College's governing body must also undertake its role and responsibilities under the *Education (Accreditation of Non-State Colleges) Regulation 2017* by complying with the *Work Health and Safety Act 2011*.

Officer

In their legal role as Officers, the College's board members, principal and members of the senior leadership team (CEO, Principal, COO/HR Manager, Assistant Principals) must undertake their role and responsibilities as follows:

1. If the 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;
- b. to gain an understanding of the nature of the operations of the College and generally of the hazards and risks associated with those operations;
- c. to ensure that the 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;
- d. to ensure that the College has appropriate processes for receiving and considering information regarding incidents, hazards and risks and responding in a timely way to that information;
- e. to ensure that the 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.

Worker

In their legal role as Workers, employees of the College, contractors and subcontractors and their employees, employees of a labour hire company who has been assigned to work in the College, outworkers, apprentices, trainees, students gaining work experience and volunteers, must undertake their role and responsibilities as follows:

- a. take reasonable care for their own health and safety;
- b. take reasonable care that their acts or omissions do not adversely affect the health and safety of others;
- c. comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the College to allow compliance with the legislation; and
- d. co-operate with any reasonable policy or procedure of the 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, board members, students, parents and visitors, must undertake their role and responsibilities as follows:

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

Implementation

In practice, the College's commitment to protecting workers and other persons against harm to their health and safety means that it will implement the following measures:

- a. A risk management process as contained in the Risk Management Policy;
- b. Provide information, training, instruction and supervision - The 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:

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

The 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; and

- c. Provide a process for consultation, cooperation and issue resolution - the 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.

The 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 the 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, the College's 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 the 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

The College's Complaints Handling Policy and Procedures provide further guidance on resolving work health and safety issues.

Training

The 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 every two years.

Implementing the Processes

The 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.

Accessibility of Processes

This policy and any related processes relating to the health, safety and conduct of staff and students are accessible in the College's CompliSpace Policy System and will be available on request from the Risk & Compliance Officer.

Complaints Procedure

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

Compliance and Monitoring

The College is committed to monitoring the health of workers and the conditions at the College.

The College has implemented an Incident Reporting System which requires workers and other persons to report any hazards or incidents resulting in potential or actual harm to health and safety. The College will regularly monitor, collate and report on hazards and incidents in accordance with the legislation.

The College is also committed to the proper reporting of notifiable incidents (including the death, serious injury or illness of a person or a dangerous incident, arising out of the conduct of the College).