



Gulf Christian College

Creating Opportunity

Policy No. 9

WORK HEALTH AND SAFETY POLICY

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WORK HEALTH AND SAFETY POLICY

Introduction

An important facet of the Mission of Gulf Christian College is to provide a secure and supportive Christ-centred learning community for every student. In such an environment students will feel secure and be encouraged to reach their full potential and mature into effective members of society. The Work Health & Safety Policy is one of a number of policies formulated to protect students and staff which provide a foundation whereby the Mission is translated into reality.

This is one of several policies which deals with safety issues. This particular policy refers to Work Health and Safety and is written for the protection of all staff and students. It is a requirement by law that Gulf Christian College provide a safe environment for all staff, students and visitors.

Policy Statement

Gulf Christian College is committed to protecting *Workers and Other Persons*, such as students and parents, against harm to their health and safety through the elimination or minimisation of risks arising from work. Gulf Christian College supports the principle that *Workers and Other Persons* should be given the highest level of protection against harm to their health and safety from hazards and risks arising from work, as far as is reasonably practicable.

In line with the *Work Health and Safety Act 2011 (Qld)* and the *Work Health and Safety Regulations 2011 (Qld)*, this means that Gulf Christian College will ensure, so far as is reasonably practicable:

- the health and safety of *Workers* while at work in the school
- that the health and safety of *Other Persons* is not put at risk from work carried out as part of the conduct of the school

Scope

Gulf Christian College's Board, all Officers, all Workers and Other Persons at the school, including students and parents. This policy and procedures contained herein apply to the school campus.

The Law and References

The College's obligations in relation to this policy are covered in the following:

- Work Health and Safety Act 2011 (Qld)
- Work Health and Safety Regulations 2011 (Qld)
- Education (General Provisions Act) 2006
- Education (Accreditation of Non-State Schools) Regulation 2001 as amended in 2014
- Incident Reporting Form

Definitions

Definitions relevant to this policy include:

- *Person Conducting a Business or Undertaking (PCBU)* means a business or an undertaking that is either conducted alone or with others, whether or not for profit or gain.
- *Officer* means as defined in section 9 of the Corporations Act 2001 (Cth), a person who makes, or participates in making decisions that affect the whole or a substantial part of the business has the capacity to significantly affect the corporation's financial standing on whose instructions the directors of the corporation are accustomed to act.
- *Dangerous Incident* means an incident in relation to a workplace that exposes a worker or any other person to a serious risk to a person's health or safety emanating from an immediate or imminent exposure.
- *Due Diligence* means an emphasis on the corporate governance responsibilities of Officers.
- *Health and Safety Representative (HSR)* means a Worker who has been elected by a work group to represent them on health and safety issues.
- *Reasonably Practicable* means that which is, or was at a particular time, reasonably able to be done to ensure health and safety, taking into account and weighing up all relevant matters.
- *Serious Injury or Illness* means
 - an injury or illness requiring the person to have immediate treatment as an in-patient in a hospital
 - immediate treatment for serious bodily injuries, eg amputation, serious head injury, serious eye injury, serious burn, spinal injury, serious lacerations, etc.
 - medical treatment (by a doctor) within 48 hours of exposure to a substance
 - any infection to which the carrying out of work is a significant contributing factor, including any infection that is reliably attributable to carrying out various work procedures.
 - Occupational infections contracted in the course of work involving the handling or contact with animals, animal hides, skins, wool or hair, animal carcasses or animal waste products.

- *Worker* means employees, contractors, subcontractors, outworkers, apprentices and trainees, work experience students, volunteers and PCBUs who are individuals if they perform work for the business.

Responsibilities

Gulf Christian College acknowledges that a duty under the legislation cannot be transferred or delegated to another person.

Gulf Christian College also acknowledges that in accordance with the legislation:

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; and
 - 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 responsibility of a Person Conducting a Business or Undertaking, Officers, Workers and Other Persons are outlined below.

A. Person Conducting a Business or Undertaking

In its legal role as a *Person Conducting a Business or Undertaking*, Gulf Christian College must undertake its role and responsibilities under the legislation as follows:

1. Gulf Christian College will ensure, so far as is reasonably practicable, the health and safety of:
 - a. Workers engaged, or caused to be engaged by the school; and
 - b. Workers whose activities in carrying out work are influenced or directed by the school; while they are at work in the school.
2. Gulf Christian 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 school.
3. Gulf Christian 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; and
 - b) the provision and maintenance of safe plant and structures; and
 - c) the provision and maintenance of safe systems of work; and
 - d) the safe use, handling and storage of plant, structures and substances; and
 - e) the provision of adequate facilities for the welfare at work of workers in carrying out work for the school, including ensuring access to those facilities; and

- 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 school; and
 - g) that the health of workers and the conditions at the school are monitored for the purpose of preventing illness or injury of workers arising from the conduct of the school.
4. Gulf Christian College will ensure if—
- a) a worker occupies accommodation that is owned by or under the management or control of Gulf Christian College and
 - b) the occupancy is necessary for the purposes of the Worker’s engagement because other accommodation is not reasonably available;
- Gulf Christian College will, so far as is reasonably practicable, maintain the premises so that the worker occupying the premises is not exposed to risks to health and safety.
- 5. Gulf Christian College will ensure, so far as is reasonably practicable, that the school, the means of entering and exiting the school and anything arising from the school are without risks to the health and safety of any person.
 - 6. Gulf Christian 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.
 - 7. Gulf Christian 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
 - 8. Gulf Christian College will ensure compliance when reporting notifiable incidents under the relevant provisions of the legislation

B. Officers

In their legal role as Officers, Gulf Christian College’s Board Members, CEO and Principal must undertake their role and responsibilities under the legislation as follows:

- 1. If Gulf Christian College has a duty or obligation under the legislation, an Officer will exercise due diligence to ensure that the school 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; and
 - b. to gain an understanding of the nature of the operations of Gulf Christian College and generally of the hazards and risks associated with those operations; and
 - c. to ensure that Gulf Christian 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 school; and
 - d. to ensure that Gulf Christian College has appropriate processes for receiving and considering information regarding incidents, hazards and risks and responding in a timely way to that information; and
 - e. to ensure that Gulf Christian College has, and implements, processes for complying with any duty or obligation of the school under the legislation; and
 - f. to verify the provision and use of the resources and processes mentioned above.

C. Workers

In their legal role as *Workers*, employees of Gulf Christian College, 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, must undertake their role and responsibilities under the legislation as follows:

1. take reasonable care for his or her own health and safety; and
2. take reasonable care that his or her acts or omissions do not adversely affect the health and safety of others; and
3. comply, so far as the Worker is reasonably able, with any reasonable instruction that is given by Gulf Christian College to allow compliance with the legislation; and
4. co-operate with any reasonable policy or procedure of Gulf Christian College relating to health or safety at the school, that has been notified to Workers.

D. Responsibilities of Others at the School

In their legal role as Other Persons at the school, Board Members, students, parents and visitors, must undertake their role and responsibilities under the legislation as follows:

1. take reasonable care for his or her own health and safety; and
2. take reasonable care that his or her acts or omissions do not adversely affect the health and safety of others; and
3. comply, so far as the person is reasonably able, with any reasonable instruction that is given by Gulf Christian College.

Implementation

In practice, Gulf Christian 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 risk management process
- Provide information, training, instruction and supervision
- Provide a process for consultation, cooperation and issue resolution

A. Risk management process

Gulf Christian College's Risk Management Policy provides further guidance on the process and approach to managing risks at the school.

B. Provide information, training, instruction and supervision

In accordance with the legislation, Gulf Christian 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:

- 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.

Gulf Christian 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.

Gulf Christian College's Risk Management Policy provides further guidance on the information, training, instruction and supervision provided to Workers at the school.

C. Provide for consultation, cooperation and issue resolution

Gulf Christian 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

Gulf Christian College will consult with Workers in relation to the following health and safety matters in accordance with the legislation:

- a) when identifying hazards and assessing risks to health and safety arising from the work carried out or to be carried out by the school;
- 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 Gulf Christian 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, Gulf Christian College will ensure that:

- 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 Gulf Christian 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 kept

Gulf Christian College's Dispute Resolution Policy and Procedures provide further guidance on resolving work health and safety issues.

Compliance and Monitoring

In line with the legislation and its duties Gulf Christian College is committed to monitoring the health of workers and the conditions at the school.

Gulf Christian College has implemented an Incident Reporting Form which requires Workers and Other Persons to report any hazards or incidents resulting in potential or actual harm to health and safety. Gulf Christian College will regularly monitor, collate and report on hazards and incidents in accordance with the legislation.

Gulf Christian College is also committed to reporting notifiable incidents to [Workplace Health and Safety Queensland](#) in accordance with the legislation. Notifiable incidents include the death, serious injury or illness of a person or a dangerous incident, arising out of the conduct of the school.

Review of Policy

This policy will be reviewed and updated every two years or as required.