

HORIZONS COLLEGE – POLICY & PROCEDURE

WORKPLACE HEALTH AND SAFETY POLICY



Purpose: The purpose of this policy is for Horizons College to eliminate risks to the health and safety of Workers and Other Persons so far as is reasonably practicable; or if this is not possible, to minimise the risks to health and safety so far as is reasonable practicable

Scope: Horizons College’s Board, all Officers, all Workers and Other Persons at the school, including students and parents.

- References:**
- Work Health and Safety Act 2011 (Qld)
 - Work Health and Safety Regulations 2011 (Qld)
 - Education (Accreditation of Non-State Schools) Act 2017 (Qld)
 - Education (Accreditation of Non-State Schools) Regulation 2017 (Qld)
 - Horizons College Safety Management System
 - Horizons College Risk Management Policy
 - Horizons College Incident Reporting Form
 - Horizons College Workplace Bullying Policy
 - Horizons College Sexual Harassment Policy
 - Horizons College Dispute Resolution Policy

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Policy Owner:	Principal	

Note: Policy types marked with asterisks as follows are:

* published on school website

** only mandatory for schools incorporated through the *Corporations Act 2001* (Cth)

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Policy

Horizons 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. Horizons 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 Horizons College will ensure, so far as is reasonably practicable:

- that the school 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;
- to provide a suitable injury management and return to work program

This commitment is in line with Horizons College 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
- Officer
- Dangerous incident
- Due diligence
- Health and safety representative
- Reasonably practicable
- Serious injury or illness
- Worker

Responsibilities

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

Horizons College also acknowledges that in accordance with the *Work Health and Safety Act 2011* and the *Work Health and Safety Regulation 2011*:

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

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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

In its legal role as a *Person Conducting a Business or Undertaking*, Horizons College must undertake its role and responsibilities under the *Work Health and Safety Act 2011* and the *Work Health and Safety Regulation 2011* as follows:

1. Horizons 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. Horizons 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. Horizons 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.
5. Horizons 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. Horizons 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. Horizons 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. Horizons College will ensure compliance when reporting notifiable incidents under the relevant provisions of the legislation
9. Horizons College's governing body must also undertake its role and responsibilities under the Education (Accreditation of Non-State Schools) Regulation 2017 by complying with the Work Health and Safety Act 2011.

Officers

In their legal role as Officers, Horizons College's Board Members, Principal and Senior Executive Team must undertake their role and responsibilities under the *Work Health and Safety Act 2011* and the *Work Health and Safety Regulation 2011* as follows:

1. If Horizons 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 Horizons College and generally of the hazards and risks associated with those operations; and

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- c. to ensure that Horizons 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 <<School Name>> 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 <<School Name>> 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.

Workers

In their legal role as *Workers*, employees of Horizons 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 *Work Health and Safety Act 2011* and the *Work Health and Safety Regulation 2011* 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 Horizons College to allow compliance with the legislation; and
4. co-operate with any reasonable policy or procedure of Horizons College relating to health or safety at the school, that has been notified to Workers.

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 *Work Health and Safety Act 2011* and the *Work Health and Safety Regulation 2011* 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 Horizons College.

Implementation

In practice, Horizons College's commitment to protecting Workers and Other Persons against harm to their health and safety means that it will implement the following measures in line with the *Work Health and Safety Act 2011* and the *Work Health and Safety Regulation 2011*:

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

Further details of these measures are provided below.

Risk management process

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

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Provide information, training, instruction and supervision

In accordance with the *Work Health and Safety Act 2011* and the *Work Health and Safety Regulation 2011*, Horizons 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.

Horizons 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.

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

Provide for consultation, cooperation and issue resolution

Horizons 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

Horizons 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 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 <<School Name>>; 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, Horizons 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 <<School Name>>;
- 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



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

Training

Horizons 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.

Implementing the Processes

Horizons 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 (on the school website) and will be available on request from the school administration/ pathway Staff\Staff Administration.

Complaints Procedure

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

Compliance and Monitoring

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

Horizons 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. Horizons College will regularly monitor, collate and report on hazards and incidents in accordance with the legislation.

Horizons College is also committed to reporting notifiable incidents to Workplace Health and Safety Queensland in accordance with the *Work Health and Safety Act 2011* and the *Work Health and Safety Regulation 2011*. Notifiable incidents include the death, serious injury or illness of a person or a dangerous incident, arising out of the conduct of the school.