



# Workplace Health and Safety Policy

<b>Status:</b>	Current	<b>Supersedes:</b> All previous Rockhampton Girls Grammar School policies
<b>Authorised by:</b>	Board Chair	<b>Date of Authorisation:</b> October 2021
<b>References:</b>	<ul style="list-style-type: none"><li>• <i>Work Health and Safety Act 2011 (Qld)</i></li><li>• <i>Work Health and Safety Regulation 2011 (Qld)</i></li><li>• <i>Education (Accreditation of Non-State Schools) Act 2017 (Qld)</i></li><li>• <i>Education (Accreditation of Non-State Schools) Regulation 2017 (Qld)</i></li><li>• <i>Workers' Compensation and Rehabilitation Act 2003 (Qld)</i></li><li>• RISK MANAGEMENT POLICY (RGGS-018-POL)</li><li>• INCIDENT INJURY FORM (RGGS-098-FRM)</li><li>• ANTI-HARASSMENT POLICY (RGGS-141-POL)</li><li>• WORKPLACE BULLYING POLICY (RGGS-044-POL)</li><li>• COMPLAINTS HANDLING POLICY (RGGS-009-POL)</li></ul>	
<b>Review Date:</b>	This policy will be reviewed annually, or as appropriate, to take account of new legislation or changes to school's operations and practices and to make sure it remains appropriate to the changing environment.	<b>Next Review Date:</b> October 2022
<b>Policy Owner:</b>	Board of Trustees of Rockhampton Girls Grammar School <i>trading as</i> Rockhampton Girls Grammar School CRICOS Provider No: 00508E	<b>Access:</b> Z:\All Staff – Policies Procedures and Forms\WH&S DOCUMENTS\POLICIES AND PROCEDURES



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## 1. PURPOSE

The purpose of this policy is to outline the Rockhampton Girls Grammar School governance framework for achieving excellence in health and safety and the protection of the environment in which it operates.

This policy applies to Rockhampton Girls Grammar School's Board of Trustees, all officers, all workers, volunteers and other persons at the School, including students and parents.

## 2. POLICY STATEMENT

Rockhampton Girls Grammar School 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 *Work Health and Safety Act 2011 (Qld)* and the *Work Health and Safety Regulation 2011 (Qld)*, this means that Rockhampton Girls Grammar School 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 Rockhampton Girls Grammar School responsibility under the Education (Accreditation of Non-State Schools) Regulation 2017 to comply with the requirements of the Work Health and Safety Act 2011.

## 3. 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
- Health and Safety Committee.

## 4. RESPONSIBILITIES

Rockhampton Girls Grammar School acknowledges that a duty under the Work Health and Safety Act 2011 and the Work Health and Safety Regulation 2011 cannot be transferred or delegated to another person.

Rockhampton Girls Grammar School 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.
  - 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.
  - 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.



Rockhampton Girls Grammar School encourages each person within the school community to regard accident prevention as an individual responsibility.

The specific roles and responsibilities of a Person Conducting a Business or Undertaking, Officers, Workers and Other Persons are outlined below.

#### **4.1. Person conducting a business or undertaking**

In its legal role as a Person Conducting a Business or Undertaking, Rockhampton Girls Grammar 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. Rockhampton Girls Grammar School will ensure, so far as is reasonably practicable, the health and safety of:
  - a. workers engaged or caused to be engaged by the School.
  - b. workers whose activities in carrying out work are influenced or directed by the School; while they are at work in the School.
2. Rockhampton Girls Grammar School 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. Rockhampton Girls Grammar School 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 school, 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 School.
  - 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. If a worker occupies accommodation that is owned by or under the management or control of Rockhampton Girls Grammar School and the occupancy is necessary for the purposes of the worker's engagement because other accommodation is not reasonably available, Rockhampton Girls Grammar School 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. Rockhampton Girls Grammar School will ensure, so far as is reasonably practicable that 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. Rockhampton Girls Grammar School 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. Rockhampton Girls Grammar School 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. Rockhampton Girls Grammar School will ensure compliance when reporting notifiable incidents under the relevant provisions of the legislation.
9. The Board of Trustees of Rockhampton Girls Grammar School 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.

#### **4.2. Officers**

In their legal role as Officers, Rockhampton Girls Grammar School's Board members, Principal and members of the Executive (including Business Manager, Deputy Principal - Students, Deputy Principal – Studies and Head of Boarding) and Facilities Manager must undertake their roles and responsibilities under the Work Health and Safety Act 2011 and the Work Health and Safety Regulation 2011 as follows:



1. If Rockhampton Girls Grammar School 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.
  - b. to gain an understanding of the nature of the operations of Rockhampton Girls Grammar School and generally of the hazards and risks associated with those operations.
  - c. to ensure that Rockhampton Girls Grammar School 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.
  - d. to ensure that Rockhampton Girls Grammar School 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 Rockhampton Girls Grammar School has, and implements, processes for complying with any duty or obligation of the School under the legislation.
  - f. to verify the provision and use of the resources and processes mentioned above.

### 4.3. Workers

In their legal role as Workers, employees of Rockhampton Girls Grammar School, contractors and subcontractors and their employees, employees of a labour hire company 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:

- take reasonable care for his or her own health and safety.
- take reasonable care that his or her acts or omissions do not adversely affect the health and safety of others.
- comply, so far as the worker is reasonably able, with any reasonable instruction that is given by Rockhampton Girls Grammar School to allow compliance with the legislation.
- cooperate with any reasonable policy or procedure of Rockhampton Girls Grammar School relating to health or safety at the school, that has been notified to workers.

### 4.4. Responsibilities of Persons 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:

- take reasonable care for his or her own health and safety.
- take reasonable care that his or her acts or omissions do not adversely affect the health and safety of others.
- comply, so far as the person is reasonably able, with any reasonable instruction that is given by Rockhampton Girls Grammar School.

### 4.5. Workplace Health and Safety Committee

In their legal role as health and safety advisers and representatives, committee members consisting of the school's Principal (or other Executive representative), Board Representative, Facilities and Services Manager, Workplace Health and Safety Officer, Nurse and representatives from Staff - Boarding, Grounds, Catering, Sports, Science, and Food and Textiles are responsible for making recommendations to the Board of Trustees on policy and other health and safety matters related to the school community.

The Committee meets regularly ensuring Rockhampton Girls Grammar School adheres to its obligations under the Work Health and Safety Act 2011 and the Work Health and Safety Regulation 2011. The functions of the Rockhampton Girls Grammar School's Health and Safety Advisory Committee are:

- to facilitate cooperation between school management and workers undertaking, instigating, developing and carrying out measures designed to ensure the individual's health and safety.
- to assist in developing standards, rules and procedures relating to health and safety that are to be followed or complied with within the School.



- any other functions prescribed under a regulation or agreed between the Rockhampton Girls Grammar School, its Board of Trustees and the committee.

## 5. IMPLEMENTATION

### 5.1. Implementation under the Work Health and Safety Act 2011 and the Work Health and Safety Regulation 2011

In practice, Rockhampton Girls Grammar School'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

### 5.2. Risk Management Process

Rockhampton Girls Grammar School's Risk Management Policy provides further guidance on the process and approach to managing risks at the school.

1. Provide information, training, instruction and supervision: In accordance with the Work Health and Safety Act 2011 and the Work Health and Safety Regulation 2011, Rockhampton Girls Grammar School 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.
  - the nature of the risks associated with the work at the time the information, training, instruction or supervision is provided.
  - the control measures implemented.
2. Rockhampton Girls Grammar School 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.
3. Rockhampton Girls Grammar School's Risk Management Policy provides further guidance on the information, training, instruction and supervision provided to workers at the school.

### 5.3. Provide information, training, instruction and supervision

In accordance with the Work Health and Safety Act 2011 and the Work Health and Safety Regulation 2011, Rockhampton Girls Grammar School 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.

Rockhampton Girls Grammar School 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.

Rockhampton Girls Grammar School's Risk Management Policy provides further guidance on the information, training, instruction and supervision provided to workers at the school.





#### **5.4. Provide for Consultation, Cooperation and Issue Resolution**

Rockhampton Girls Grammar School 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.

1. Rockhampton Girls Grammar School 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 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:
    - consulting with workers; or
    - resolving work health or safety issues at the workplace; or
    - monitoring the health of workers; or
    - monitoring the conditions at any workplace under the management or control of Rockhampton Girls Grammar School; or
    - providing information and training for workers; or
  - f. when carrying out any other activity prescribed under the relevant legislation.

When consulting with workers, Rockhampton Girls Grammar School will ensure:

- a. that relevant information about the matter is shared with workers,
- b. that workers be given a reasonable opportunity –
  - to express their views and to raise work health or safety issues in relation to the matter; and
  - to contribute to the decision-making process relating to the matter; and
- c. that the views of workers are considered by Rockhampton Girls Grammar School.
- 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.

*Rockhampton Girls Grammar School Complaints Handling Policy and Procedures provide further guidance on resolving work health and safety issues.*

#### **5.5. Training**

Rockhampton Girls Grammar School 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.

#### **5.6. Implementing the Processes**

Rockhampton Girls Grammar School 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.

#### **5.7. 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 are available in the all staff drive: Z:\All Staff – Policies Procedures and Forms\WH&S DOCUMENTS.

#### **5.8. Complaints Procedure**

Suggestions of non-compliance with this policy and any related processes may be submitted as complaints under Rockhampton Girls Grammar School Complaints Handling Policy.



### 5.9. Compliance and Monitoring

In line with the Work Health and Safety Act 2011 and the Work Health and Safety Regulation 2011 and its duties, Rockhampton Girls Grammar School is committed to monitoring the health of workers and the conditions at the School.

Rockhampton Girls Grammar School has implemented an Incident Injury Form which requires workers and other persons to report any hazards or incidents resulting in potential or actual harm to health and safety. Rockhampton Girls Grammar School will regularly monitor, collate and report on hazards and incidents in accordance with the *Work Health and Safety Act 2011* and the *Work Health and Safety Regulation 2011*. Rockhampton Girls Grammar School 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.