



# WORK HEALTH AND SAFETY POLICY

College Statement	<p><i>Brigidine College Indooroopilly is a Kildare Ministries Independent Catholic Girls Secondary College for students from Year 7 to Year 12. The College is committed to the Brigidine vision of transformation of society through faith and education. It has a proven record of providing quality and affordable education for the empowerment of young women. The College strives, in the spirit of Brigid, to build a true community of students, parents and teachers, reflecting gospel values. The College motto, Fortiter et Suaviter (Strength and Gentleness) is lived daily in all interactions. There is emphasis on the individual and the common good in all aspects of College life.</i></p>		
Date Approved	8 September 2020	Policy Owner	College Principal
Next Review Due	October 2021	Author	Jackie Wood
Scope	<p>This Policy applies to all members of the College community, including Board Directors, members of Board Sub-Committees, Employees (including full-time, part-time, permanent, fixed-term and casual contractors, volunteers and people undertaking work experience and/or vocational placement), students, parents/carers, contractors, volunteers and visitors to the College.</p> <p>This Policy applies to all College activities, both on and off campus.</p>		
References	<ul style="list-style-type: none"> <li>• Code of Conduct</li> <li>• Privacy Policy</li> <li>• Whistleblowers Policy</li> <li>• Appropriate Workplace Behaviours Policy</li> <li>• Grievance Policy</li> <li>• Student Protection documents</li> <li>• Excursions Processes</li> <li>• Corporations Act 2001</li> <li>• Work Health and Safety Act 2011</li> <li>• Work Health and Safety Regulation 2011</li> <li>• Incident Reporting Form</li> <li>• Jira Maintenance Reporting</li> </ul>		
Contact	office@brigidine.qld.edu.au		

## 1. Purpose

The purpose of this Policy is to establish a framework for Brigidine College, its employees, students, volunteers and contractors, and for other persons with a legal right to be on premises controlled or managed by the College, to comply with the requirements of the Work Health and Safety Act 2011 and the Work Health and Safety Regulations 2011.

## 2. College Commitment

The College acknowledges that the safety and well-being of people are central to the values of the College. The College is responsible for and committed to ensuring, so far as is reasonably practicable, the health and safety of all workers, students, and other persons who are legally present on College premises.

To meet these obligations the College is committed to the:

1. provision and maintenance of a work environment without risks to health and safety
2. provision and maintenance of safe plant and structures
3. provision and maintenance of safe systems of work
4. safe handling and storage of plant, structures and substances
5. provision of, and access to, adequate facilities for the welfare at work of workers carrying out work for the College
6. 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
7. health of workers and the conditions at the workplace are to be monitored for the purpose of preventing illness or injury of workers arising from the conduct of the College.

## 2. Work Health and Safety System

The College will implement and maintain an appropriate work health and safety management system for workplaces it controls or manages. This includes:

1. Developing appropriate planning strategies to ensure that the design and function of facilities at the College and plant hired, purchased, or leased for use at the College, meets work health and safety standards.
2. Reviewing or developing procurement policies in relation to other goods, materials, and services purchased for or provided to the College that may affect the health and safety of workers and/or other persons.

3. Providing the resources, training, information, instruction, and levels of supervision required for all workers, students, and other persons covered by this Policy to achieve the Policy's objectives. In order to achieve these aims, and the objectives envisaged by the Policy, the College will:
  - Identify and assess all existing or foreseeable workplace hazards, then eliminate the hazard, or develop strategies to control risks arising from a hazard that cannot, for practical reasons, be eliminated
  - Develop and maintain an appropriate workplace incident/injury reporting system that will provide the College with information to help prevent future incidents and work-related injury or illness
  - Investigate all incidents, and circumstances, that may either expose any person to the risk of injury or illness or result in injury or illness
  - Employ, and contract when necessary, the services of competent and skilled persons who are sufficiently trained, instructed, and informed to meet their obligations under the Policy
  - Encourage workers to report, at the earliest opportunity and without prejudice to any worker, any suspected workplace hazard, risk, and/or work-related incident, injury or illness that may affect or has affected themselves or others
  - Provide assistance for injured/ill workers to return to work safely. This may include participating in the development of their return to work plan, and in the rehabilitation process prior and following their return to work. This applies to all workers regardless of how their injury/illness occurred
5. The College will consult with workers and/or other stakeholders and will provide them with sufficient information to enable them to contribute to the decision-making process. The views of workers and/or others will be taken into account by the College and outcomes of the consultation will be communicated in a timely manner.

### 3. Roles and Responsibilities

All workers have roles and responsibilities regarding work health and safety.

#### Duties of workers

While undertaking duties for the College, a worker, irrespective of their position will:

- Take reasonable care for their own safety
- Take reasonable care that their acts or omissions do not adversely affect the health and safety of other persons
- Co-operate with any reasonable policy or procedure or the College in relation to health or safety at the workplace that has been notified to workers
- Report all incidents, or hazards, that may cause injury or illness, and any damage or maintenance requirements affecting the safety of the workplace or plant used at work

- Attend and actively participate in any training or in-service seminars arranged by the College to support the objectives of this Policy
- Engage openly with the College in any consultation on WHS issues, or information, brought to their attention, to assist the College meet its obligations under the Act
- Comply, so far as is reasonably able with any reasonable instructions given to enable the College to comply with the Act

## Duty of Officers

Within the [Corporations Act 2001](#) there are several definitions for what constitutes an Officer. For the purposes of the College, the applicable definitions are:

- A director or secretary of the corporation; or
- A person:
  - who makes, or participates in making, decisions that affect the whole, or a substantial part, of the College; or
  - who has the capacity to affect significantly the College's financial standing

These individuals include members of the College Board and its sub-committees, members of the College Leadership Team and other College managers and leaders.

Officers must operate with due diligence in ensuring the health and safety of workers, by taking reasonable steps which include:

- (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 the College and generally of the hazards and risks associated with those operations; and
- (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; and
- (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; and
- (e) to ensure that the College has, and implements, processes for complying with any duty or obligation of the College under the Act; and
- (f) to verify the provision and use of the resources and processes mentioned in paragraphs (c) to (e).

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## Duties of other persons at the workplace

All other individuals undertaking College activities will:

- Take reasonable care for their own safety
- Take reasonable care that their acts or omissions do not adversely affect the health and safety of other persons
- Co-operate with any reasonable policy or procedure of the College in relation to health or safety
- [report](#) all incidents, or hazards, that may cause injury or illness, and any damage or maintenance requirements which may affect health and safety
- engage openly with College personnel in any consultation on WHS issues, or information, brought to their attention, to assist the College meet its obligations under the Act
- comply, so far as reasonably able, with any reasonable instructions given to enable the College to comply with the Act.

## Revision History

Document Number	Date	Revision Description	Board Approval
Version 1	2010	Original Version	3 December 2018
Version 2	2013	Review	2013
Version 3	2017	Review	2017

Document Number	Date	Revision Description	Principal Approval
Version 4	2020	Review	September 2020

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**END OF POLICY**