



WORK HEALTH AND SAFETY

Board Policy 6.1	First Issued	9/3/06
	Last Review and Approved	July 2019
	Next Review	2020

1. Introduction

- 1.1 Citipointe Christian College is committed to providing a safe environment for staff, students and visitors to the College. The Board of Citipointe Christian College is committed to achieving and maintaining the highest practicable standards of Workplace Health and Safety for its staff, students, contractors (including tutors), volunteers and visitors.
- 1.2 Citipointe Christian College believes that work, at its best, is an offering of time, service and creativity to God and the community. Good work reflects the justice and righteousness of God’s Kingdom and his continuing purpose in creation (Matthew 5: 6, Romans 6:23, Ephesians 2:8–10). Sound Work Health and Safety practices contribute to this Biblical definition of good work and therefore risk management should be integrated into the overall culture of the College and it’s Christian Worldview.
- 1.3 This policy, at its core, relates to the safety of all staff, students and visitors to the college and the College’s Duty of Care towards them. Just as The Israelites were instructed to take practical safety measures while going about their work (Deuteronomy 22:8), the implementation of sound Work Health and Safety processes and procedures by the College is a practical safety measure that aids in providing a safe environment for all staff, students, contractors (including tutors), volunteers and visitors.

2 Purpose

- 2.1 This policy outlines the way in which the College will meet its obligations under the Work Place Health and Safety Act 2011 (Qld) and Workers’ Compensation and Rehabilitation Act 2003 (Qld).
- 2.2 This policy brings further clarification to the INC Colleges - Governance Policies and Procedures Manual- Appendix 21- Work Health and Safety.

3 Scope of Policy

- 3.1 All staff, volunteers, parents/carers, students and visitors to the college must comply with this policy.
- 3.2 According to the Work Health and Safety Act 2011(Qld) every individual who is working in a business, regardless of whether they are paid or not paid (i.e. volunteers), is considered to be a “worker”, regardless of whether they are working in a full time, part time, casual, contract (including tutors) or voluntary capacity.¹
- 3.3 Citipointe Christian College is a workplace as defined by the Work Health and Safety Act 2011(Qld)².
- 3.4 For the purposes of this policy the terms ‘worker’ is defined as individuals who are considered to be staff, students, contractors (including tutors), volunteers and/or visitors.
- 3.5 For the purposes of this policy the term ‘employee’ is defined as individuals who are employed in a full time, part time, casual or contract (including tutors) capacity.

¹ Work Health and Safety Act 2011 (Qld), Part 1, Div 3, Subdiv 2 S7(1) and (3)

² Work Health and Safety Act 2011 (Qld), Part 1, Div 3, Subdiv 2 S8

4 Policy

4.1 The College acknowledges it has a moral and legal responsibility under the Work Health and Safety Act 2011 (Qld) to ensure the safety and health of employees and others when they are carrying out the work the College, and that this responsibility is equally obligatory under the Act upon all employees, students, contractors, volunteers and others involved in the work and activities of the College.

4.2 Through consultation with staff, the promulgation of safety procedures and training, the College will ensure that exposure to risk is limited and that a safe work environment is maintained for all. In the event of a work associated illness or injury, the College will initiate a strong, personal Rehabilitation program in accordance with the Workers' Compensation and Rehabilitation Act 2003 (Qld).

4.3 Employer's Responsibilities

4.3.1 The Governing Body (National Executive), the Committees of Management and College Boards will, so far as practicable, ensure the health and safety of its employees, of themselves and of non-employees affected by work and workplaces. They will ensure a safe and healthy workplace and will seek to manage risks.

4.3.2 While the College Board is accountable for overseeing risk management the Principal, along with the College Executive, is accountable for managing risk.³

4.3.3 The Principal may appoint a Work Health and Safety Officer according to current Legislation⁴.

4.3.4 The Principal may appoint himself as a Work Health and Safety Officer according to the current Legislation⁵. If the Principal has appointed himself as a Work Health and Safety Officer, he must;

4.3.4.1 investigate, or assist in the investigation of, any incidents that occurred at the business or undertaking.⁶

4.3.4.2 accompany and assist an inspector during an inspection of the College's workplace.⁶

4.3.4.3 establish educational and training programs on matters relating to work health and safety.⁶

4.3.4.4 Any other functions as outlined in the Work Health and Safety Regulations (Qld) 2011.⁶

4.4 Work Health and Safety Officer's Responsibilities

4.4.1 This section applies to a Work Health and Safety Officer who may have been appointed by the Principal according to the current Legislation⁴.

4.4.2 If appointed, the Work Health and Safety Officer;

4.4.2.1 must have approved qualifications and maintain the currency of those qualifications.

4.4.2.2 is to provide health and safety expertise at the workplace and must continue to maintain their credentials (via an approved course)

³Australian Standard ISO13000:2018 Risk Management – Guidelines, 5.2 Leadership and Commitment

⁴ Work Health and Safety Act 2011 (Qld), Part 5A, Section 103A (1)

⁵ Work Health and Safety Act 2011 (Qld), Part 5A, Section 103A (2)

⁶ Work Health and Safety Act 2011 (Qld), Part 5A, Section 103C

4.4.2.3 must keep a record of every work injury, work-related illness or dangerous occurrences at a workplace and comply with the reporting procedure of the relevant Legislation.

4.4.2.4 must keep a record of all Work Health and Safety related training.

4.4.2.5 must keep a record of all Work Health and Safety Committee Meetings including risk assessments and a log of potential risks and the processes to minimise those risks.

4.4.2.6 must, at least every 12 months or within any other intervals agreed upon for the college⁷, assess risks to health and safety arising from work carried out as part of the conduct of the college in accordance with the college's work health and safety criteria.⁸

4.4.2.7 Must prepare a report (an Assessment report) for the assessment carried out under paragraph 4.5.2.6.

4.4.2.8 If the assessment identifies any risks to health and safety arising from the work carried out, recommendations about managing the risks must be included in the report.⁹

4.4.2.9 must, within 30 days after the assessment has been carried out, give a copy of the assessment report to:

- The Principal
- if there is a health and safety committee at the college – the committee¹⁰

4.5 Workers' and Employees' Responsibilities

4.5.1 Workers and Employees must follow instructions given for health and safety of themselves and others.

4.5.2 Workers and Employees must take reasonable care to protect the health and safety of themselves and others.

4.5.3 Workers and Employees must use personal protective equipment, where provided, and as trained.

4.5.4 People in Control of workplaces used by non-employees or members of the public must ensure the workplace is healthy and safe.

5 Process

5.1 All aspects of the College's work health and safety responsibilities are managed collaboratively with staff appointed to the following positions ;

- The Principal
- Chief Operations Officer
- Compliance Manager
- Work Health and Safety Officer (if appointed)
- Return to Work Rehabilitation and Return to Work Coordinator
- WHS Representatives Primary school
- WHS Representatives Secondary school
- WHS Representatives Ancillary and other staff

⁷ If there is a Health and Safety Committee at the college, the committee and the Work Health and Safety Officer may agree on the intervals within which the officer must carry out the functions mentioned in 4.5.2.6 in accordance with the Work Health and Safety Act 2011 (Qld), Part 5A, Section 103D (2)

⁸ Work Health and Safety Act 2011 (Qld), Part 5A, Section 103D (1)

⁹ Work Health and Safety Act 2011 (Qld), Part 5A, Section 103E (1)

¹⁰ Work Health and Safety Act 2011 (Qld), Part 5A, Section 103E (2)

- 5.2 These positional staff together and together all other staff, endeavour to ensure that the College is operated under a safe and compliant environment according to the Work Health and Safety Act 2011 (Qld).
- 5.3 The respective WHS representatives of the different sectors assist in overseeing WHS matters in their areas. WHS issues are raised to the attention of the Chief operations Manager, Compliance Officer and/or Work Health and Safety Officer, who will investigate, consult, collaborate on solutions to rectify the matter. College wide initiatives will be communicated to all staff via the College's Learning Management System, email and staff PD.
- 5.4 Work Health and Safety sections are included in all induction handbooks and staff handbooks. The WHS policies and information are readily accessible to staff on the College network.
- 5.5 All new staff will be inducted into the WHS practice of the College when commencing work through
- a) staff Professional Development sessions,
 - b) a conversation with the compliance officer or the assigned persons in the respective departments on OHS matters, policies and procedures,
 - c) complete a Compliance Checklist as part of compliance due diligence.
- 5.6 Staff will be consulted regarding safety processes within the college. The representation may be through the WH&S Representatives.
- 5.7 The Principal or the Work Health Safety Officer (if appointed) will initiate a college annual work health and safety risk assessment to audit and identify areas of improvement. Any critical area of concern will be reported to the Board.
- 5.8 If an external consultant has been employed by the college as the Work Health and Safety Officer, the College Executive will ensure that all aspects of health and safety within the College are regularly audited, updated and maintained.
- 5.9 The Board acknowledges the benefits to assisting an injured worker in returning to work in order to minimise the impact of the injury on self and impact on family. The College encourages all injured workers to return to work as soon as it is medically safe to do so and take up suitable duties while recovering. The College has a Rehabilitation coordinator and Rehabilitation programs to assist the injured workers along their road to recovery. (Refer to policy 13.1.1 Rehabilitation and return to work policy). Certain staff members have the 'right to request' a flexible work arrangement in accordance with the Fair Work Act 2009 (Cth)¹¹. Staff request for flexible working arrangements are further detailed in Board Policy 11.5 Employment terms and Conditions, Section C, Paragraph 2.10
- 5.10 The College will engage a Fire Safety Adviser as required under the Building Fire Safety Regulation 2008 (Qld).¹² A Fire Safety Adviser is a person who holds a current building fire safety qualification. A current building fire safety qualification means a building fire safety qualification issued within the last 3 years. The College will designate a Fire Safety Officer for the College.
- 5.11 Any changes to the College environment or work conditions by way of construction, repairs scheduled or non-scheduled maintenance, positional descriptions (including work hours) which have been identified as potential areas of risk will be addressed and monitored by the appropriate staff.
- 5.12 All WH&S safety issues are to be assessed and managed in accordance to the Risk Management Framework detailed in the guide "Risk Management – Principles and guidelines, AS/NZS ISO 31000:2018"
- 5.13 No smoking and no alcohol regulations will be promulgated and enforced. The college is designated a non-smoking and non-alcohol environment.

¹¹ Fair Work Act 2009 (Cth). Div 4.S65

¹² Building Fire Safety Regulation 2008 (Qld) Part 4, Div 6, Subdiv. 2 S34

6 Legislative Provisions and Relevant or Related Documentation

Legislative Provisions

- Fair Work Act 2009 (Cth)
- Workers' Compensation and Rehabilitation Act 2003 (Qld)
- Building Fire Safety Regulation 2008 (Qld)
- Work Health and Safety Act 2011 (Qld).

This policy is to be read in conjunction with other policies i.e.

- 11.1 Staff Code of Conduct
- 11.2 Duty of Care
- 11.3 Prevention of Workplace Harassment
- 11.4 Grievances and Disputes
- 11.5 Employment Terms and Conditions
- 11.6 Anti-Discrimination
- 4.1.1 Excursion Policy
- 13.1.1 Rehabilitation and Return to Work Policy

7 Policy Review

This policy will be reviewed annually unless otherwise required.



WORK HEALTH AND SAFETY

Date	Section	Authorised By	Details
2 Feb 2011	Process	Compliance Officer	Included: <ul style="list-style-type: none"> • The Workplace Health and Safety Officer will be assisted by a team of WH&S Representatives consisting of teaching and non teaching staff who will act as the eyes and ears for the WH&S Officers in WHS matters in the College. The role of the WH&S officer is undertaken by the Business Manager (Matt Ahearn) • The WH&S Officer will convene regular meetings¹³ to discuss and consult on issues regarding safety processes and matters within the college. • The WHS policies and information will also be readily accessible to staff on the College network. • All new staff will be inducted into the WHS practice of the College when commencing work through staff PD sessions and will be required to complete a Compliance Worksheet as part of compliance due diligence. • The representation may be through the WH&S Representatives. • The WHS Officer will initiate a college annual workplace health and safety risk assessment to audit and identify areas of improvement. Any critical area of concern will be reported to the Board. • The Board acknowledges the benefits to assisting an injured return to work in order to minimise the impact of the injury on self and family. The College encourages all injured workers to return work as soon as it is medically safe to do so and take up suitable duties while recovering... • <i>Subdivision 2, section 34.</i> • Risk Management Framework detailed in the guide "Risk Management – Principles and guidelines, AS/NZS ISO 31000:2009"
July 2019	All	Compliance Officer	File name changed from "Workplace Health and Safety" to " Work Health and Safety"
July 2019	All	Compliance Officer	Section and Paragraph numbering updated in line with Policy 2.1 Policies Framework
July 2019	All	Compliance Officer	'Workplace' replaced with 'Work' in line with current legislation
July 2019	All	Compliance Officer	Legislation references updated
July 2019	Introduction	Compliance Officer	Addition of paragraphs outlining the policy's alignment with INC's declaration of Faith and the college's Christian world view.

July 2019	Purpose	Compliance Officer	Addition of section in line with Policy 2.1 Policies Framework.
July 2019	Scope of Policy	Compliance Officer	Addition of section in line with Policy 2.1 Policies Framework.
July 2019	Policy	Compliance Officer	Sections added outlining responsibilities for: <ul style="list-style-type: none"> • Employer • WHSO • Workers and Employees
July 2019	Process	Compliance Officer	Section updated to reflect current practises of the College
July 2019	Process	Compliance Officer	Section 5.8 - Information concerning flexible work arrangement added
July 2019	Legislative Provisions	Compliance Officer	Addition of section in line with Policy 2.1 Policies Framework.
July 2019	Policy Review	Compliance Officer	Review timeframe changed to annually top reflect WHS best practise



Work Health & Safety 6.1

Policy Circulation for Approval

CIRCULATED TO:	Edit & Resubmit		Approved	Date	Signature
Head					
Head of Primary					
Head of Secondary					
Business Manager					
Other					
Approved by Board			YES	13/6/2018	Refer to Board minutes

Name of Policy	Details	Person Responsible	Signature on Complet.	Date
Sections of Policy requiring review	<ul style="list-style-type: none"> • Work Place Health and Safety Act • Building Fire Safety Reg. • Workplace Rehabilitation Reg. 	Compliance Officer WH&S Officer		
Considerations	<ul style="list-style-type: none"> • Changes in W H & S Requirement • Risk Management Systems 	WH&S Officer		
Policies Procedures details in Handbooks	Check that document on wall at Reception is up to date	Compliance Officer		
Staff Training	Have staff received training in Work Place Health & Safety	Executive/Compliance Officer		
Update Files and Binders	Reviewed policies signed off – files and Binders updated	Compliance Officer		