



Work Health and Safety Policy

Purpose:	The policy outlines the Brisbane Boys' College governance framework for achieving excellence in health and safety through the elimination or minimisation of risks to health and safety so far as is reasonably practicable.	
Scope:	<p>This Policy applies to all officers, all workers and other persons at Brisbane Boys' College, including students and parents.</p> <p>External contractors performing work at Brisbane Boys' College are required to outline their commitment to work health and safety through their own Policy and safety management system.</p>	
References:	<ul style="list-style-type: none"> • 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) • BBC Alcohol, Smoking Products & Illicit Drugs (Student) Policy • BBC Complaints Policy and Procedure • BBC Incident, Injury, Hazard and Near Miss Reporting and Recording Procedures • BBC Student Anti-Discrimination Policy • BBC Student Discipline Policy and Procedure • PMSA Code of Conduct • PMSA EEO, Anti-Discrimination, Sexual Harassment & Bullying Policy • PMSA Social Media (Personal Use) Policy 	
Review Date:	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.	Next Review Date: 5 th August 2020
Policy Owner:	Headmaster	

Amendment Register

Date of Issue	Page Number	Detail of and reason for amendment
1 st September 2016	All	New policy endorsed by BBC Executive
6 th August 2018	All	Scheduled review
5 th August 2019	All	Scheduled review – no changes

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1.0 Policy Statement

Brisbane Boys' College (BBC) 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 Brisbane Boys' 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 Brisbane Boys' College's responsibility under the *Education (Accreditation of Non-State Schools) Regulation 2017* to comply with the requirements of the *Work Health and Safety Act 2011*.

2.0 Responsibilities

Brisbane Boys' College acknowledges that a duty under the *Work Health and Safety Act 2011* and the *Work Health and Safety Regulation* cannot be transferred or delegated to another person.

Brisbane Boys' 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

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



2.1 Person Conducting a Business or Undertaking

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

1. BBC 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. BBC 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. BBC 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. If—
 - a) a worker occupies accommodation that is owned by or under the management or control of BBC and
 - b) the occupancy is necessary for the purposes of the Worker's engagement because other accommodation is not reasonably available;BBC 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. BBC 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. BBC 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. BBC 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. BBC will ensure compliance when reporting notifiable incidents under the relevant provisions of the legislation
9. The Brisbane Boys' College Council and the PMSA Board as the school's governing bodies must also undertake their role and responsibilities under the *Education (Accreditation of Non-State Schools) Regulation 2017* by complying with the *Work Health and Safety Act 2011*.

2.2 Officers

In their legal role as Officers, Brisbane Boys' College Council Members, Headmaster, Deputy Headmaster and Head of Business Operations must undertake their role and responsibilities under the *Work Health and Safety Act* and the *Work Health and Safety Regulation 2011* as follows:

1. If Brisbane Boys' 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 BBC and generally of the hazards and risks associated with those operations; and
 - c. to ensure that BBC 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 BBC 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 BBC 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.

2.3 Workers

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

2.4 Responsibilities of Others at the School

In their legal role as Other Persons at the school, BBC Council 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 BBC.



3.0 Implementation

Implementation under the Work Health and Safety Act 2011 and Regulation 2011

In practice, Brisbane Boys' 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 is provided below.

3.1. Provide information, training, instruction and supervision

In accordance with the *Work Health and Safety Act 2011* and the *Work Health and Safety Regulation 2011*, Brisbane Boys' 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.

BBC 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.

3.2. Provide for consultation, cooperation and issue resolution

Brisbane Boys' 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.

BBC will consult with Workers in relation to the following health and safety matters in accordance with the *Work Health and Safety Act 2011* and *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 BBC;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, BBC will ensure:

- 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 BBC;
- 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

3.3. Training

BBC will train its staff on this policy and any related processes relating to the health, safety and conduct of staff and students in their induction and will refresh training annually.

3.4. Implementing the Processes

BBC 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.

3.5. Accessibility of Processes

This policy and any related processes relating to the health, safety and conduct of staff and students are accessible on BBC's website and will be available on request from the BBC Health and Safety Risk Manager.

3.6. Complaints Procedure

Suggestions of non-compliance with this policy and any related processes may be submitted as complaints under the PMSA Employee Complaints Policy and Procedure or the BBC Complaints Policy and Procedures.

4.0 Compliance and Monitoring

In line with the *Work Health and Safety Act 2011* and the *Work Health and Safety Regulation 2011* and its duties Brisbane Boys' College is committed to monitoring the health of workers and the conditions at the school.

Brisbane Boys' College has implemented an online incident reporting system, RiskAlert, which requires workers and other persons to report any hazards or incidents resulting in potential or actual harm to health and safety. BBC 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*.

BBC 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.

The BBC Incident, Injury, Hazard and Near Miss Reporting and Recording Procedures provide further guidance on resolving work health and safety issues.



5.0 Definitions

Dangerous incident: is 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 to:

- an uncontrolled escape, spillage or leakage of a substance
- an uncontrolled implosion, explosion or fire
- an uncontrolled escape of gas or steam
- an uncontrolled escape of a pressurised substance
- electric shock
- the fall or release from a height of any plant, substance or thing
- the collapse, overturning, failure or malfunction of, or damage to, any plant that is required to be authorised for
- use in accordance with the regulations
- the collapse or partial collapse of a structure
- the collapse or failure of an excavation or of any shoring supporting an excavation
- the inrush of water, mud or gas in workings, in an underground excavation or tunnel
- the interruption of the main system of ventilation in an underground excavation or tunnel
- any other event prescribed under a regulation; but does not include an incident of a prescribed kind

Due diligence: emphasises the corporate governance responsibilities of officers. Officers of corporations and unincorporated bodies will need to show that they have taken reasonable steps to:

- acquire and update their knowledge of health and safety matters
- understand the operations being carried out by the person conducting the business or undertaking in which they are employed, and the hazards and risks associated with the operations
- ensure that the person conducting the business or undertaking has, and uses, appropriate resources and processes to eliminate or minimise health and safety risks arising from work carried out
- ensure that the person conducting the business or undertaking has appropriate processes in place to receive and respond promptly to information regarding incidents, hazards and risks
- ensure that the person conducting the business or undertaking has, and uses, processes for complying with duties or obligations under the *Work Health and Safety Act 2011* and for verifying compliance with those duties.

Officer: for a corporation, partnership or unincorporated association is as defined in section 9 of the *Corporations Act 2001 (Cth)*, and includes 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.

Person Conducting a Business or Undertaking (PCBU): a business or an undertaking that is either conducted alone or with others, whether or not for profit or gain



Reasonably Practicable: means 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 including:

- the likelihood of the hazard or the risk concerned occurring
- the degree of harm that might result from the hazard or the risk
- what the person concerned knows, or ought reasonably to know, about the hazard or risk, and ways of eliminating or minimising the risk
- the availability and suitability of ways to eliminate or minimise the risk
- after assessing the extent of the risk and the available ways of eliminating or minimising the risk, the cost associated with available ways of eliminating or minimising the risk, including whether the cost is grossly disproportionate to the risk.

Serious injury or illness: The *Work Health and Safety Act 2011* sets out that a serious injury or illness of a person is:

- an injury or illness requiring the person to have
 - immediate treatment as an in-patient in a hospital
 - immediate treatment for
 - the amputation of any part of his or her body
 - a serious head injury
 - a serious eye injury
 - a serious burn
 - the separation of his or her skin from an underlying tissue (such as degloving or scalping)
 - a spinal injury
 - the loss of a bodily function
 - serious lacerations
 - medical treatment (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 work
 - with micro-organisms
 - that involves providing treatment or care to a person
 - that involves contact with human blood or body substances
 - that involves handling or contact with animals, animal hides, skins, wool or hair, animal carcasses or animal waste products
- the following occupational zoonoses 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
 - Q fever
 - Anthrax
 - Leptospirosis
 - Brucellosis
 - Hendra virus
 - Avian influenza
 - Psittacosis.

Workers and Other Persons: means employees, students, contractors or subcontractors and their employees, employees of a labour hire company who has been assigned to work at BBC, outworkers, apprentice or trainee, work experience student or volunteer. It also includes any person who visits the College and is not classified as a worker of Brisbane Boys' College. Visitors to BBC may include, but are not limited to, parents and other community members, conference and function attendees, commercial clients, students and staff from other schools and tenants.