

POL004 Workplace Health and Safety Policy

Purpose

This policy and procedure sets out Shafston's expectations and requirements in the provision of a safe and health-promoting environment for all employees, students, volunteers, and site visitors. This policy is implemented in compliance with the requirements of the Standards for Registered Training Organisations (RTOs) 2015, the National Code Standard 5 and Standard 6, ELICOS Standards 2018, and also aims to ensure that directors and employees of Shafston International College adhere to relevant WHS legislation and the requirements to facilitate workplace health and safety in campus facilities and during external activities. Through the actions set out in this policy, Shafston aims to safeguard its clients and staff from harm.

Scope

This policy and procedure will apply to the following stakeholders:

- CEO (PCBU)
- Academic Manager (PCBU)
- Compliance Officer
- ELICOS Teachers (Workers)
- VET Trainers and Assessors (Workers)
- General Staff (Workers)
- Clients/ other

Legislative Context (If any)

Standards for Registered Training Organisations (RTOs) 2015

- Clauses 8.5

ELICOS Standards (2018)

- | | |
|---------|---------|
| - P 2.1 | - P 7.3 |
| - P 2.2 | - P 8.1 |
| - P 6.9 | - P 8.2 |
| - P 7.2 | - P 8.4 |

National Code of Practice for Providers of Education and Training to Overseas Students 2018

- Standard 5
- Standard 6

Work Health and Safety Act 2011 (Qld & NSW)



Policy Statement

This policy and procedure are shared with both clients and staff, and its implementation is thoroughly explained during staff induction and client orientation sessions. A readily accessible copy of this policy is accessible on Shafston's Staff Portal and Website. Shafston maintains a comprehensive network of policies, procedures, and registers dedicated to hazard identification, welfare, medical and emergency situations, and risk management. These documents are also referenced within this policy for clarity and consistency.

Management will ensure that the necessary processes are followed once a hazard or breach of the requirements outlined in this policy and procedure is identified. Regular reviews and updates are conducted to ensure that the policy remains current and effective in supporting health and safety in the workplace. Staff members are encouraged to provide feedback, and any necessary adjustments are made to enhance the overall safety and welfare framework.

In practice, Shafston's commitment to protecting workers and other persons from harm, so far as is reasonably practicable, is supported by the following actions in line with the Work Health and Safety Act 2011 and the Work Health and Safety Regulation 2011:

- Hazard identification and risk management
- Provision of information, induction, training, and supervision
- Provision of a process for consultation, cooperation, and issue resolution
- Continuous improvement
- Compliance and monitoring
- Child Safe Practices

Further details of these measures are provided below.

Roles and Duties

The Act outlines the duties held by the Person Conducting the Business or Undertaking (PCBU), officers, workers, and other persons within the school community. Shafston acknowledges the duties held by these roles cannot be transferred or delegated to another person.

More than one person can concurrently have the same duty and each duty holder must comply with that duty to the standard required by the legislation.



If more than one person has a duty for the same matter, each person is required to carry out their duty to the extent they have the capacity to influence and control the matter and 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.

Duties of specific roles are outlined below.

Person conducting the business or undertaking (PCBU)

The PCBU has the primary duty of care under the Act, to ensure as far as reasonably practicable, the health and safety of workers and any other person, is not put at risk from work carried out from conducting the business such as a school. In fulfilling this duty, Shafston will:

- Provide and maintain a safe work environment
- Provide and maintain safe plant and structures
- Provide and maintain safe systems of work
- Ensure safe use, handling and storage of plant, structures and substances
- Provide adequate facilities for workers welfare
- Provide information, training, instruction or supervision
- Monitor the health of workers and the conditions at the school to prevent illness or injury

In addition to the primary duty of care, the PCBU has duties outlined in other sections of the Act. In fulfilling these duties, Shafston will ensure, so far as is reasonably practicable:

- Safe entry and exit to the school
- Anything arising from the school is free from risk to the health and safety of any person
- Fixtures, fittings and the plant are without risks to the health and safety of any person
- Provision of consultation, cooperation, and issue resolution to workers
- Reporting of notifiable incidents as soon as the school becomes aware of the incident
- Compliance with codes of practices or adoption of an equivalent or higher standard

Officers

Officers have a duty under the Act to exercise due diligence, by ensuring the PCBU complies with the duties under the Act. Officers of Shafston will exercise due diligence by taking the following reasonable steps:

- acquiring and keeping up-to-date knowledge of work health and safety; and
- understanding the nature of the schools' operations and the associated hazards and risks; and



- ensuring the school has resources and processes to eliminate or minimise risks to health and safety; and
- ensuring the school has processes for receiving, considering, and responding to information about incidents, hazards, and risks; and
- ensuring processes for complying with work health and safety legislation; and
- auditing and reviewing, work health and safety processes and use of the resources.

Workers

Workers have duties under the Act. Workers of Shafston have the following duties and will:

- take reasonable care for their own health and safety; and
- take reasonable care that their conduct does not adversely affect others; and
- comply, so far as the worker is reasonably able, with instruction given by the school; and
- co-operate with any reasonable, notified policy or procedure.

Other persons

All other persons have duties under the Act. All other persons at Shafston have the following duties and will:

- Take reasonable care for their own safety; and
- Ensure their conduct does not adversely affect others; and
- Comply, so far as the person is reasonably able, with reasonable instructions given by the school.

Measures

Shafston is committed to protecting workers and other persons against harm to their health and safety and will implement the following measures in line with the Work Health and Safety Act 2011 and the Work Health and Safety Regulation 2011:

- A hazard identification and risk management framework
- Provision of information, induction, training, and supervision
- Provision of a process for consultation, cooperation, and issue resolution
- Continuous improvement
- Compliance and monitoring of policies and processes

Hazard Identification and Risk Management Framework

Shafston's Hazard Identification and Risk Management Policy and Framework provides further guidance on the process and approach to managing day-to-



day hazards and risks at the school and for the assessment and management of risk for any activities conducted on or off campus.

Information, Induction, Training, and Supervision

Shafston will ensure that appropriate information, induction, training, 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. The information, induction, training, 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, induction, training, and supervision is provided; and
- The control measures that have been implemented.

Shafston will ensure, so far as is reasonably practicable, that the information, induction, training, and supervision is provided in a way that is readily understandable by any person to whom it is provided. This includes considerations around the mode of any training provided to account for the diverse needs of Shafston's Clients and Workers.

Shafston's Staff Handbook and Student Induction Handbook provide further guidance on the information, training, instruction, and supervision provided to workers and students at the school.

Consultation, Cooperation and Issue Resolution

Shafston acknowledges its duty to consult, so far as is reasonably practicable, with workers who carry out work for the school and who are or are likely to be directly affected by work health and safety matters. Matters may include identifying, assessing, and eliminating or minimising hazards or risks relating to work carried out by the workers at the school, proposed changes to procedures for resolving worker issues or monitoring worker safety and the provision of information and training.

Consultation with workers includes sharing information regarding work, health and safety matters with workers and giving them reasonable opportunity to:

- Express their views and raise work health and safety issues in relation to the matter; and
- Contribute to the decision-making process relating to the matter; and
- Access information on the outcome of the consultation, in a timely manner.

Shafston will refer to the Hazard and Risk Identification Policy and Framework for further guidance on resolving work health and safety issues.



Compliance and monitoring of policies and processes

Incident Reporting

Shafston has implemented an Incident Reporting Process which requires workers and other persons to report any hazards or incidents resulting in potential or actual harm to health and safety. The school will regularly monitor, collate and report on hazards and incidents. This includes Shafston's commitment to reporting notifiable incidents to relevant authorities in accordance with the Work Health and Safety Act 2011 (QLD & NSW), the process for which is outlined in the Management of Critical and Notifiable Incidents Policy.

Implementation and Training

Shafston 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. Shafston 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.

This policy and any related processes relating to the health, safety and conduct of staff and students are accessible on Shafston's website. Any suggestions of non-compliance with this policy and any related processes may be submitted as recommendations under Shafston's Continuous Improvement Policy or as a complaint under Shafston's Complaints Policy.

Supporting Documents

FRM003 Incident Report Form
REG001 Master Register Incident Report Register
POL003 Management of Critical and Notifiable Incidents Policy
FRM006 Hazard Report Form
FRM007 Risk Assessment Form
REG001 Master Register Hazard Register
POL006 Hazard Identification and Risk Management Policy
POL007 Under 18s Child Safe Policy
POL011 First Aid Policy
POL008 Continuous Improvement Policy
POL012 Complaints and Appeals Policy
Organisational Chart



Implementation

The Academic Manager and delegated compliance officer are jointly responsible for the implementation of this policy through publication on the Work Platform (Sharepoint) and the conducting of training for relevant stakeholders.

Version History

Date	Summary of Modifications Made	Version
08/01/24	Version 1 finalised	1.0

Date of next review

Date	Type	Responsible
30/06/24	Annual	Academic Manager