



# WORKPLACE HEALTH AND SAFETY POLICY

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# WORKPLACE HEALTH AND SAFETY POLICY

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## POLICY

St Francis College is committed to ensuring that every employee, student, parent/caregiver, volunteer, contractor, visitor and other persons entering onto or into College premises and facilities is provided with a safe and healthy environment free from physical and emotional harm.

To fulfil this responsibility, St Francis College will, so far as reasonably practicable, ensure that no person is placed at risk and that risks will be eliminated or minimised in accordance with the obligations under the *Work Health and Safety Act 2011*, the *Work Health and Safety Regulation 2011*, Codes of Practice and Australian Standards.

St Francis College, as a member of the Brisbane Catholic Education system of schools, also adopts the Archdiocese of Brisbane *Work Health and Safety Policy Statement*.

## IMPLEMENTATION

In order to support this policy, St Francis College Leadership and Staff will:

- Comply with all relevant Work Health and Safety Legislation;
- Provide and maintain safe physical environments, equipment and systems of work so far as reasonably practicable;
- Promote and encourage health and safety awareness for all persons entering College premises and facilities;
- Minimise disruption and personal hardship related to work related injuries or illnesses through facilitating effective injury management and rehabilitation programs provided by Brisbane Catholic Education;
- Provide health and safety information, resources, training and supervision to employees and other relevant people;
- Consult with relevant stakeholders and resolve any work health and safety issues;
- Follow Brisbane Catholic Education health and safety guidelines, standards and procedures;
- Develop safe work practices and safety guidelines for site specific hazards that pose a risk;
- Provide necessary resources to enable the effective implementation of this Policy.

The College will achieve the objectives of this policy through the implementation, review and monitoring of the items raised in Guardian in the Risk Register and Planning Tool. Workplace Health and Safety management will be informed by the *Archdiocese of Brisbane Policy's Seven Safety Essentials*:

- Leadership Commitment and Accountability Responsibilities
- Risk Management
- Incident Management and Investigations
- Emergency Response and Preparedness
- Consultation, Cooperation and Coordination

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- Competency, Awareness and Training
- Management of suppliers, contractors and purchases

## RESPONSIBILITIES

The College Principal is responsible for the provision of effective systems and processes to meet the requirements of this policy and the *Archdiocesan Seven Safety Essentials*.

Where appropriate these systems will be developed collaboratively to ensure a consistent approach is maintained for the provision of a safe and healthy environment free from physical and emotional harm.

All staff, volunteers, contractors, visitors and others entering St Francis College premises and facilities are accountable for their own safety and as such are expected to:

- Take reasonable care of their own health and safety and that of others affected by their actions or omissions;
- Report any unsafe situations or faulty equipment to a responsible person at the College;
- Report any injury, serious injury, dangerous occurrence or near miss to a responsible person at the College as soon as practicable;
- Avoid actions that have the potential to place at risk their health and safety or that of any other person at College premises or facilities;
- Comply with the safety procedures and directions as set by the College.

## REVIEW

The St Francis College Workplace Health and Safety Policy will be reviewed annually by the WHS Committee and renewed on the anniversary of the Archdiocese of Brisbane Work Health and Safety Policy Statement.

Ref: Archdiocese of Brisbane Work Health and Safety Policy Statement AD14 version 19/06/2023