

Work Health & Safety Policy

**SILVER LINING FOUNDATION AUSTRALIA LTD ('SLFA') -
VERSION 3 JUNE 2024**

WORK HEALTH AND SAFETY POLICY

Purpose:	The purpose of this policy is to outline the SLFA compliance framework for work health and safety, including the definition of key terms, roles and duties and the implementation and monitoring of measures to ensure, as far as reasonably practicable, the health and safety of Workers and all other person at SLFA and its Schools ('the workplace').	
Scope (policy applies to):	SLFA's Board, all Officers, all Workers and Other Persons at a SLFA work location/unit and Schools ('the workplace'), including volunteers, people undertaking work experience or student placement at SLFA, students and parents/carers.	
Accreditation and Governance Requirements of the school:	<p>For school accreditation and business compliance, SLFA and its Schools must implement written processes as to what steps it will undertake to protect the health and safety of Workers and Other Persons in the workplace through the elimination or minimisation of risks arising from work, as far as is reasonably practicable.¹</p> <p>The WH&S Policy is a <u>mandatory</u> policy required for school accreditation and legal purposes. Mandatory policies are those that the board is responsible for overseeing as part of their governance responsibilities; the policy should be reviewed annually.</p>	
Policy Status:	Approved – Version 3.	Supersedes: Version 2 – August 2020.
Authorised by:	School's Governing Body	Date of Authorisation: June 2024.
References:	<ul style="list-style-type: none"> • Work Health and Safety Act 2011 (Qld) • Work Health and Safety Regulation 2011 (Qld) • WHSQ Codes of Practice • Education (Accreditation of Non-State Schools) Act 2017 (Qld) • Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) • Corporations Act 2001 (Cth) • SLFA Risk Management procedures • SLFA Complaints Handling Policy • SLFA Incident Reporting Process 	
Review Date:	Annually	Next Review Date: June 2025
Policy Owner:	SLFA School Governing Body (the Board of Directors)	

¹ Work Health and Safety Act 2011 (Qld) ss 17, 19.
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POLICY REVIEW RECORDS

Version Number	Date of Authorisation	Next Review Date	Date Reviewed	Review Outcome
1	July 2018	July 2019	August 2020	Policy modified.
2	August 2020	August 2021	July 2023	Policy modified.
3	June 2024	June 2025		Policy modified.

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POLICY STATEMENT

SLFA and its Schools are committed to providing and maintaining a safe and healthy workplace for all Workers (including contractors, volunteers, and people undertaking work experience or student placement at SLFA) as well as students, visitors and members of the public.

SLFA and its Schools will aim to ensure that hazards and risks to health and safety will be eliminated or minimised, as far as is reasonably practicable. In doing so, SLFA and its Schools will comply with the *Work Health and Safety Act 2011* (Qld), (the Act) the *Work Health and Safety Regulation 2011* (Qld), (the Regulation) and relevant codes of practice.

SLFA and its Schools will ensure, so far as is reasonably practicable that they will:

- comply with all legislation relating to health and safety;
- eliminate or minimise all workplace hazards and risks as far as is reasonably practicable;
- provide information, instruction and training to enable all Workers to work safely;
- supervise Workers to ensure work activities are performed safely;
- consult with and involve Workers on matters relating to health, safety and wellbeing;
- provide appropriate safety equipment and personal protective equipment;
- provide a suitable injury management and return to work program.

This commitment is in line with SLFA's and its Schools' responsibility under the *Education (Accreditation of Non-State Schools) Regulation 2017* (Qld) to comply with the requirements of the *Work Health and Safety Act 2011* (Qld).

DEFINITIONS

- **Person Conducting a Business or Undertaking (PCBU)**² includes those operating a business alone or with others; for profit or not-for-profit; and partners in a partnership. A person is not a PCBU if solely a Worker or Officer in a business or is an elected member of a local government or a volunteer association. Examples of a PCBU include a company, association, a sole trader, or partners in a partnership.
- **Officer** is a person who makes or participates in making decisions, that affect the whole or a substantial part of the business or undertaking of the State or Commonwealth³, public authority⁴ or a corporation⁵. For SLFA and its Schools, this may include members of the school board (the SLFA Governing Body) and senior leadership and executive employees such as the School Principal / Head of Campus or the SLFA Executive Officer.
- **Worker**⁶ includes SLFA employees, or contractors and subcontractors and their employees, or employees of a labour hire company who have been assigned to work at a SLFA work location or School, outWorkers, apprentices, trainees, students gaining work experience and volunteers. A PCBU, for example a sole trader, can also be a Worker if they carry out work in the business.
- **Health and Safety Representative (HSR)**⁷ (*Sch5 Work Health and Safety Act 2011*): is a Worker, elected by Workers⁸, to represent the health and safety of the work group of which the Worker is a member. A HSR's duties include representing Workers in work health and safety matters by investigating complaints from Workers; inquiring about risks to Workers; monitoring measures undertaken by the PCBU; inspecting the workplace including with an inspector; requesting a health and safety committee be established, directing that unsafe work cease and the issuing of provisional

² Work Health and Safety Act 2011 s.5

³ Work Health and Safety Act 2011 s.247

⁴ Work Health and Safety Act 2011 s.252

⁵ Corporations Act 2001 s.9

⁶ Work Health and Safety Act 2011 s.7

⁷ Work Health and Safety Act 2011 Schedule 5

⁸ Work Health and Safety Act 2011 Part 5

improvement notices in certain circumstances. HSRs may be present at an interview concerning work health and safety between a Worker or a group of Workers and the PCBU or Worker(s) and an inspector.

- **Work Health and Safety Officer (WHSO)**⁹ is a suitably qualified person appointed by the PCBU to assist in fulfilling the PCBU's work health and safety duties. It is not mandatory for a business to appoint a WHSO, but if a WHSO is appointed by the business, they must hold a WHOS certificate of authority.¹⁰ Activities include identifying and reporting on work health and safety matters, hazards and risks, notifying of or investigating incidents, accompanying or assisting an inspector during an inspection and establishing training. The PCBU may also act in the role of WHSO¹¹.
- **Health and Safety Committee (HSC)**¹² is a body established to facilitate cooperation between the PCBU and the Workers and to assist with work health and safety compliance including developing standards, rules and procedures. Membership of the committee must include the HSR and the WHSO (if the position has been established at a SLFA worksite or School) and at least half of the committee members must be Workers, not nominated by the PCBU.
- **Reasonably practicable**¹³ means what is reasonably able to be done to ensure the health and safety of Workers and other person at SLFA and its Schools. Determining what is reasonable requires a weighing up of relevant matters such as the likelihood or degree of harm from the hazard or risk, availability of ways to eliminate or minimise the risk and associated costs, including whether the cost is grossly disproportionate to the risk.
- **Notifiable Incident**¹⁴ occurs when there is a death, serious injury or illness or a dangerous incident, at the workplace, relating to a Worker or other person. Such incidents must be reported to Work Health and Safety Queensland immediately after SLFA or one of its Schools becomes aware of the incident.
- **Serious Injury or Incident**¹⁵ is where a person needs immediate treatment as an in-patient in a hospital or treatment for certain injuries prescribed in the legislation such as amputation, serious head or an eye injury, a serious burn, separation of skin from tissue, spinal injury, loss of bodily function or serious lacerations. It also includes medical treatment within 48 hours of exposure to a substance.
- **Dangerous Incident**¹⁶ is an incident in relation to a workplace, where Worker or any other person's health and safety is at risk due to exposure to uncontrolled events for example substance spillage, explosion or fire, or involvement in an accident such as a fall, electric shock or the collapse of a structure.

ROLES AND DUTIES

The Act outlines the duties held by the Person Conducting the Business or Undertaking (PCBU), Officers, Workers and Other Persons within SLFA and its Schools. SLFA and its Schools 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,

⁹ Work Health and Safety Act 2011 s.103B

¹⁰ https://www.worksafe.qld.gov.au/_data/assets/pdf_file/0020/22880/work-health-safety-Officer-information-guide.pdf

¹¹ Work Health and Safety Act 2011 s.103C

¹² Work Health and Safety Act 2011 s.75

¹³ Work Health and Safety Act 2011 s.18

¹⁴ Work Health and Safety Act 2011 s.35

¹⁵ Work Health and Safety Act 2011 s.36

¹⁶ Work Health and Safety Act 2011 s.37

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 as follow:

PERSON CONDUCTING A 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 at the SLFA Central Office and its various School sites. In fulfilling this duty, SLFA and its Schools 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 workplace 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, SLFA its Schools will ensure, so far as is reasonably practicable:

- Safe entry and exit to the workplace;
- Anything arising from the workplace 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 workplace (SLFA or its Schools) becomes aware of the incident;
- Compliance with codes of practices or adoption of an equivalent or higher standard;
- In relation to a SLFA School Boarding Facility, if a Worker occupies accommodation that is owned by or under the management or control of SLFA and any of its boarding Schools, and the occupancy is necessary for the purposes of the Worker's engagement because other accommodation is not reasonably available, SLFA and the School 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.

The Regulation also includes PCBU duties providing specific requirements, to supplement the broad PCBU duties in the Act. In fulfilling these duties, SLFA and its Schools will:

- Identify reasonably foreseeable hazards;¹⁷
- Ensure general workplace facilities, including the maintenance of and accessibility to the facilities meet minimum requirements, so far as is reasonably practicable;¹⁸
- Ensure the provision of and access to first aid equipment, and first aid training meet the minimum requirements;¹⁹
- Ensure an emergency plan is prepared, maintained and implemented, meeting the minimum requirements in the regulation;²⁰
- Psychosocial risks are appropriately managed.²¹

¹⁷ Work Health and Safety Regulation 2011 s.34 and How to manage work health and safety risks Code of Practice 2021

¹⁸ Work Health and Safety Regulation 2011 s.40-41 and Managing the work environment and facilities Code of Practice 2021

¹⁹ Work Health and Safety Regulation 2011 s.42 and First aid in the workplace Code of Practice 2021

²⁰ Work Health and Safety Regulation 2011 s.43

²¹ Work Health and Safety Regulation 2011 s.55C and Managing the risk of psychosocial hazards at work Code of Practice 2022

OFFICERS

Officers have a duty under the Act to exercise due diligence, by ensuring the PCBU (i.e. SLFA and its Schools) complies with the duties under the Act. Officers of SLFA and its Schools will exercise due diligence by taking the following reasonable steps:

- Acquiring and keeping up-to-date knowledge of work health and safety;
- Understanding the nature of SLFA's and its Schools operations and the associated hazards and risks;
- Ensuring SLFA and its Schools have resources and processes to eliminate or minimise risks to health and safety;
- Ensuring SLFA and its Schools have processes for receiving, considering and responding to information about incidents, hazards and risks;
- 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 SLFA and its Schools have the following duties and will:

- Take reasonable care for their own health and safety;
- Take reasonable care that their conduct does not adversely affect others;
- Comply, so far as the Worker is reasonably able, with instructions given by SLFA and its Schools; and
- Co-operate with any reasonable, notified policy or procedure.

OTHER PERSONS

All Other Persons have duties under the Act. All Other Persons at SLFA and its Schools have the following duties and will:

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

OTHER ROLES

SLFA and its Schools may establish additional roles or committees to assist in managing the workplace's work health and safety duties under the Act, these may include:

- Appointing one or more health and safety representatives (HSRs), by election, to represent the Workers. The relevant SLFA or School workplace (site/location) must hold an election to appoint a HSR where one or more Workers makes such a request.
- Establishing a health and safety committee (HSC), to facilitate cooperation between the PCBU and the Workers and to assist with compliance. SLFA and its Schools must establish a HSC at the workplace if a request is made by a HSR or it is a requirement under regulation.
- Appointing a Work Health and Safety Officer (WHSO), to assist the workplace fulfil its duties. A person appointed as WHSO must have the minimum qualifications and a certificate of authority issued by Work Health and Safety Queensland.

IMPLEMENTATION

SLFA and its Schools are 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 risk management framework;
- Provide information, training, instruction and supervision;
- Provide a process for consultation, cooperation and issue resolution.

Further details of these measures are provided below.

RISK MANAGEMENT FRAMEWORK

SLFA and its Schools' Risk Management Framework provides further guidance on the process and approach to managing risks in the workplace.

Where the approach in the Risk Management Framework does not eliminate the risk to the health and safety of Workers and others, SLFA and its Schools must minimise risks, so far as is reasonably practicable, by doing one or more of the following:

- (a) substituting (wholly or partly) the hazard giving rise to the risk with something that gives rise to a lesser risk;
- (b) isolating the hazard from any person exposed to it;
- (c) implementing engineering controls.

If a risk then remains, the duty holder must minimise the remaining risk, so far as is reasonably practicable, by implementing administrative controls.

If a risk then remains, the duty holder must minimise the remaining risk, so far as is reasonably practicable, by ensuring the provision and use of suitable personal protective equipment.

INFORMATION, TRAINING, INSTRUCTION AND SUPERVISION

SLFA and its Schools 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. The information, training, instruction and supervision will be suitable and adequate, having regard to:

- (a) The nature of the work carried out by the Worker;
- (b) The nature of the risks associated with the work at the time the information, training, instruction or supervision is provided; and
- (c) The control measures implemented.

SLFA and its Schools 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.

SLFA and its Schools' *Risk Management Framework* (procedures) provides further guidance on the information, training, instruction and supervision provided to Workers at the workplace.

CONSULTATION, COOPERATION AND ISSUE RESOLUTION

SLFA and its Schools 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 work health and safety matters. Matters may include identifying, assessing and eliminating or minimising risks relating to work carried out by the Workers at the workplace (i.e. SLFA work sites, Central Office, School sites), 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.

SLFA and its Schools will refer to its *Complaints Handling Policy (and Procedures)* for further guidance on resolving work health and safety issues.

COMPLIANCE AND MONITORING

INCIDENT REPORTING

SLFA and its Schools have 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. SLFA and its Schools will regularly monitor, collate and report on hazards and incidents.

NOTIFIABLE INCIDENTS

SLFA and its Schools are 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, in relation to the workplace. SLFA (including its Schools) will notify the regulator, Workplace Health and Safety Queensland, immediately and by the fastest means possible after becoming aware of a notifiable incident and will preserve the incident site as far as reasonably practicable until the inspector arrives.

AWARENESS

SLFA and its Schools will inform staff, students and parents/carers of this Policy and any related processes relating to the health, safety and conduct of staff and students in communications to them and it will publish these processes on its [website](#), in the *Staff Code of Conduct Policy* and any other handbooks. Health and safety will be discussed regularly at staff meetings and records of attendance will be kept.

TRAINING

SLFA and its Schools 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.

IMPLEMENTING THE PROCESSES

SLFA and its Schools 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.

ACCESSIBILITY OF PROCESSES

This Policy and any related processes relating to the health, safety and conduct of staff and students are accessible on the school website - <http://www.silverlining.org.au> and will be available on request from the SLFA Central Office and each School's office – email admin @slfa.edu.au

COMPLAINTS PROCEDURE

Suggestions of non-compliance with this Policy and any related processes may be submitted as complaints under SLFA's *Complaints Handling Policy*.

WORK HEALTH AND SAFETY COMMITMENT STATEMENT

Silver Lining Foundation Australia (SLFA) is committed to ensuring a safe and healthy workplace for all Workers (which includes employees, volunteers, contractors and persons undertaking work experience or vocational placement) as well as Other Persons such as contractors (e.g. trades people), clients, students, young people, visitors and members of the public who may visit the workplace.

The responsibility for managing health and safety in the workplace ultimately rests with the 'person conducting a business or undertaking' (PCBU). The SLFA Board of Directors, SLFA Officers²² and SLFA Executive and School Leadership Staff who oversee the management and control of the workplace (e.g. Executive Officer, School Principal/Head of Campus, Leaders, Supervisors, etc) make up the PCBU, and they have a primary duty of care to ensure that the health and safety of people in the workplace is protected.

The PCBU have a legal duty under work health and safety legislation to manage risks to health and safety by eliminating or minimising the risks to health and safety in the workplace, so far as is reasonably practicable, so that Workers and Other Persons visiting the workplace are protected against harm to their health, safety and welfare.

Workers also have responsibilities for health and safety in the workplace under work health and safety legislation.

The PCBU are committed to complying with the *Work Health and Safety Act 2011* (Qld), the *Work Health and Safety Regulation 2011* (Qld), codes of practice and other safety guidance material.

The PCBU will:

- Ensure the business complies with all legislation relating to health and safety;
- Eliminate or minimise all workplace hazards and risks as far as is reasonably practicable;
- Provide and maintain safe plant and structures;
- Provide and maintain safe systems of work;
- Ensure the safe use, handling and storage of plant, structures and substances;
- Provide information, instruction and training to enable all Workers to work safely;
- Supervise Workers to ensure work activities are performed safely;
- Consult with and involve Workers on matters relating to health, safety and wellbeing;
- Provide appropriate safety equipment and personal protective equipment;
- Provide a suitable injury management and return to work program;

Workers will:

- Take reasonable care for their own health and safety;
- Take reasonable care with regards to their own acts or omissions so that their conduct or actions do not adversely affect the health and safety of Other Persons;
- Follow safe work procedures, instructions and rules;
- Comply with SLFA's work health and safety policy or procedure;
- Participate in safety training;
- Report health and safety hazards – including potential (e.g. near misses);
- Report all injuries and incidents;
- Use safety equipment and personal protective equipment as instructed.

The PCBU's (i.e. SLFA and School executive management, directors, leaders, etc) goal is to provide a safe and healthy work environment that is free from workplace injury and illness. Everyone working at or with SLFA is asked to help achieve this goal through their participation, co-operation and commitment of everyone in the workplace.

²² Officer as defined by section 9 of the Corporations Act 2001 (Cth).
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EMPLOYEE POLICY DECLARATION FORM

I, (insert full name), acknowledge that I have read the **WORK HEALTH & SAFETY POLICY**, that I understand its content and that any questions I may have had about this policy when reading it, I had clarified.

I understand it is my responsibility to perform any obligations and responsibilities under this policy to the best of my ability and that I should continue to seek clarification or ask questions about the Policy and any of my obligations in the future if I need to or if I am unsure. I understand that I can seek assistance or guidance from my supervisor and other leadership and executive staff from the SLFA Central Office whenever I need to.

I acknowledge the [Work Health and Safety Commitment Statement](#) in this Policy and declare that I will undertake and perform my WH&S responsibilities to the best of my ability to enable a safe workplace for all.

EMPLOYEE

Employee' Signature:	Date: dd / mm / yyyy
Work Location: (e.g. school name, Central Office, Saddler Springs, etc)	

(Employee to have Principal/Supervisor sign below)

SUPERVISOR

Principal's/*Exec. Officer's Name:	
Principal's/*Exec. Officer's Signature:	Date: dd / mm / yyyy

*Note: Executive Officer's delegate may sign this form on their behalf.

RECORD KEEPING

<p><u>Process after form is fully signed:</u></p> <ol style="list-style-type: none"> Employee: SCAN completed form to admin@slfa.edu.au and your supervisor (e.g. Principal, Executive Officer) Supervisor: FILE scanned form in employee's hardcopy HR folder on site. Central Office: SAVE scanned form to relevant folder in school's 5 – STAFF – General Info / Staff PD & Training folder and UPDATE the Policy Training Register. Employee: keep a hard or digital copy of the signed form for your own personal records or email a copy to your personal email.
