

WORK HEALTH and SAFETY POLICY

VERSION 4

AUGUST 2026



SILVER LINING FOUNDATION
A U S T R A L I A

WORK HEALTH & SAFETY POLICY

Silver Lining Foundation Australia Ltd – Silver Lining Schools

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 of Directors, all Officers, all Workers and Other Persons at SLFA, which includes it Schools, Central Office and other programs and projects and work locations/units ('the workplace'), including volunteers, people undertaking work experience or student placement at SLFA, students, young people and parents/carers.		
School Accreditation and Governance Requirements:	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 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.		
Policy Status:	Version 4 - Approved	Supersedes:	Version 3 – June 2024.
Authorised by:	School's Governing Body – SLFA Board of Directors	Date of Authorisation:	August 2026
References and Related Policies:	<u>Legislation:</u> → Work Health and Safety Act 2011 (Qld) → Work Health and Safety Regulation 2011 (Qld) → WorkSafe Qld 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) → Managing the risk of Psychosocial Hazards at Work Code of Practice 2022 → Guide for PCBU's: Managing the risk of sexual harassment and sex or gender-based harassment at work (WHSQ) → Model Code of Practice: Sexual and gender-based harassment (Cth), Safe Work Australia <u>SLFA Policy and Procedure:</u> → Complaints Handling Policy → Staff Code of Conduct Policy → SLFA Risk Management Procedures → SLFA Incident Reporting Procedures		
Review Date:	Annually, or as appropriate to reflect changing legislation and environment.	Next Review Date:	August 2027
Policy Author:	Alison Wale – SLFA Governance & Compliance Officer		
Policy Owner:	SLFA School Governing Body (the SLFA Board of Directors).		

¹ Work Health and Safety Act 2011 (Qld) ss 17, 19 (WHS Act 2011).

WORK HEALTH & SAFETY POLICY

Silver Lining Foundation Australia Ltd – Silver Lining Schools

POLICY REVIEW RECORDS

Version Number	Date Authorised / Approved	Review Due Date	Date Reviewed	Review Comments
1	July 2018	July 2019	August 2020	Policy modified.
2	August 2020	August 2021	July 2023	Policy modified.
3	June 2024	June 2025	August 2026	Policy modified.
4	August 2026	August 2027		

WORK HEALTH & SAFETY POLICY

Silver Lining Foundation Australia Ltd – Silver Lining Schools

TABLE OF CONTENTS

POLICY REVIEW RECORDS	3
POLICY STATEMENT	5
DEFINITIONS	5
ROLES AND DUTIES	9
PERSON CONDUCTING A BUSINESS OR UNDERTAKING (PCBU)	9
OFFICERS	11
WORKERS	11
OTHER PERSONS	11
OTHER ROLES	11
IMPLEMENTATION	12
RISK MANAGEMENT FRAMEWORK	12
INFORMATION, TRAINING, INSTRUCTION AND SUPERVISION	12
CONSULTATION, COOPERATION AND ISSUE RESOLUTION	13
COMPLIANCE AND MONITORING	13
INCIDENT REPORTING	13
NOTIFIABLE INCIDENTS	13
APPOINTMENT OF A HEALTH AND SAFETY REPRESENTATIVE (HSR)	14
<i>Health and Safety Committee</i>	14
AWARENESS AND ACCESSIBILITY OF PROCESSES	14
TRAINING	14
IMPLEMENTING THE PROCESSES	14
COMPLAINTS PROCEDURE	14
WORK HEALTH AND SAFETY COMMITMENT STATEMENT	15
SLFA EMPLOYEE POLICY DECLARATION FORM	16

WORK HEALTH & SAFETY POLICY

Silver Lining Foundation Australia Ltd – Silver Lining Schools

POLICY STATEMENT

SLFA, including 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, young people, parents/carers, 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 doing so, SLFA and its Schools will comply with the *Work Health and Safety Act 2011* (Qld), (WHS Act) the *Work Health and Safety Regulation 2011* (Qld), (WHS Regulation) and relevant Codes of Practice.²

This commitment is in line with SLFA's responsibility under regulation 15(b) of the *Education (Accreditation of Non-State Schools) Regulation 2017* to comply with the requirements of the *Work Health and Safety Act 2011* (Qld).

This policy should be read in conjunction with the *SLFA Sexual Harassment Policy* which applies to unlawful conduct under the [Sex Discrimination Act 1984 \(Cth\)](#) in relation to conduct that can be defined as sex discrimination, sexual harassment, sex-based harassment, conduct that creates a hostile workplace environment on the ground of sex and related victimisation.

SLFA (which includes its Schools) also has a legal obligation under the *Sex Discrimination Act 1984* (Cth) – a positive duty³, to take reasonable and proportionate measures to eliminate, as far as possible, unlawful conduct that is sexual harassment, sex-based harassment, conduct that creates a hostile workplace environment on the ground of sex and related victimisation.

DEFINITIONS

Person Conducting a Business or Undertaking (PCBU)⁴	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, 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. SLFA, as a company, is a PCBU.
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 Commonwealth⁵, public authority⁶ or a corporation⁷. For SLFA and its Schools, this may include: → Members of the SLFA Board of Directors (the SLFA School's Governing Body), and → Senior Leadership and Executive employees such as the: ▪ SLFA Executive Officer; ▪ School Principal / Head of Campus; ▪ Governance & Compliance Officer; ▪ Senior Education Officer; and ▪ Business Manager / Head of Finance.

² <https://www.safeworkaustralia.gov.au> ; <https://www.worksafe.qld.gov.au/laws-and-compliance>

³ Sex Discrimination Act 1984 (Cth) s 47C.

⁴ WHS Act 2011 (Qld) s 5.

⁵ WHS Act 2011 (Qld) s 247.

⁶ WHS Act 2011 (Qld) s 252.

⁷ Corporations Act 2001 (Cth) s 9.

WORK HEALTH & SAFETY POLICY

Silver Lining Foundation Australia Ltd – Silver Lining Schools

Worker⁸	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, such as a sole trader, can also be a Worker if they carry out work in the business.
Health and Safety Representative (HSR)⁹	Is a Worker, elected by Workers¹⁰, 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; → investigating health and safety complaints from Workers; → inquiring about risks to Workers; → requesting and receiving information about the WHS of Workers in the HSR's work group; → monitoring measures undertaken by the PCBU; → accompanying a WHS entry permit holder if they enter the workplace under Part 7 of the WHS Act where the reason for entry relates to the HSR's work group; → inspecting the workplace including with an inspector; → requesting a health and safety committee be established; → directing that unsafe work cease; → the issuing of Provisional Improvement Notices (PIN) in certain circumstances; → with a Workers consent, the HSR can be present at an interview concerning work health and safety between a Worker or a group of Workers and the PCBU, or Workers and an inspector; and → when necessary, request assistance from a suitable entity for the HSR¹¹.
Work Health and Safety Officer (WHSO)¹²	Is a person who holds a certificate of authority for appointment as a WHSO, that the PCBU (SLFA) may choose 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 WHSO certificate of authority.¹³ The PCBU may also act in the role of WHSO¹⁴. WHSO activities include: → identifying and providing written reports to the PCBU about any work health and safety matters, hazards and risks to health and safety arising from the work carried out as part of the conduct of the business; → notifying the PCBU about work health and safety matters; → investigating incidents or assist in the investigation of incidents; → accompanying or assisting an inspector during an inspection of the PBCU's business; → establishing work health and safety educational and training programs for Workers of the PCBU; and → any other function prescribed by the WHS Regulation.¹⁵

⁸ WHS Act 2011 (Qld) s 7.

⁹ WHS Act 2011 (Qld) Schedule 5.

¹⁰ WHS Act 2011 (Qld) Part 5.

¹¹ WHS Act 2011 (Qld) s 68.

¹² WHS Act 2011 (Qld) s 103B.

¹³ https://www.worksafe.qld.gov.au/_data/assets/pdf_file/0020/22880/work-health-safety-Officer-information-guide.pdf

¹⁴ WHS Act 2011 (Qld) s 103AA.

¹⁵ WHS Act 2011 (Qld) s 103B.

WORK HEALTH & SAFETY POLICY

Silver Lining Foundation Australia Ltd – Silver Lining Schools

Health and Safety Committee (HSC)	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. ¹⁶
Representative	Of a Worker in relation to consultation, representation and participation under the WHS Act, means the health and safety representative for the Worker; or a suitable entity for representing the Worker that is authorised by the Worker to represent the Worker. ¹⁷
Reasonably practicable	Means what is reasonably able to be done by the PCBU to ensure the health and safety of Workers and other persons 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. ¹⁸
Suitable entity	A suitable entity, for representing or assisting a Worker or the health and safety representative for a Worker, means a relevant union for the Worker; or another entity that is authorised by the Worker or representative to represent or assist the Worker or representative; but it's not an excluded entity for representing or assisting the Worker or representative. ¹⁹
Notifiable Incident	Means the death, serious injury or illness of a person, or a dangerous incident, at the workplace. ²⁰ Notifiable incidents must be reported to Work Health and Safety Queensland immediately, by the fastest means possible, after SLFA (the PCBU) becomes aware of the incident. ²¹
Serious Injury or Illness	Means an injury or illness requiring a person to have: → immediate treatment as an in-patient in a hospital or treatment; or → immediate treatment for: → the amputation of any part of the person's body; → a serious head or eye injury, or a serious burn; → separation of skin from the person's underlying tissue (e.g. degloving or scalping); → a spinal injury; → loss of a bodily function; → serious lacerations; or → any other injury or illness prescribed under a regulation but does not include an illness or injury of a 'prescribed kind'; or → medical treatment within 48 hours of exposure to a substance.²²

¹⁶ WHS Act 2011 (Qld) s 75.

¹⁷ WHS Act 2011 (Qld) s 45A.

¹⁸ WHS Act 2011 (Qld) s 18.

¹⁹ WHS Act 2011 (Qld) s 45A.

²⁰ WHS Act 2011 (Qld) s 35.

²¹ WHS Act 2011 (Qld) s 38(1), (3).

²² WHS Act 2011 (Qld) s 36.

WORK HEALTH & SAFETY POLICY

Silver Lining Foundation Australia Ltd – Silver Lining Schools

Dangerous Incident	Means an incident in relation to a workplace, that exposes a Worker or any other person to a serious risk to the person's health or safety as a result of an immediate or imminent exposure to: → an uncontrolled event such as the spillage or escape of a substance, or an explosion or fire, or the escape of a pressurised substance; → electric shock; → a fall or release from a height of any plant, substance or thing (e.g. fall from a ladder); → the collapse or failure of an excavation; → the inrush of water, mud or gas in workings, in an underground excavation tunnel; → the interruption of the main system of ventilation in an underground excavation or tunnel; or → any other event prescribed under a regulation.²³
Psychosocial Hazard	Means a hazard that arises from or relates to: → the design or management of work by the PCBU, → the work environment → plant (machinery) at a workplace, → workplace interactions or behaviours. A psychosocial hazard may also cause psychological harm, even if the hazard does cause any physical harm.²⁴
Sexual Harassment	Happens if a person: → subjects another person to unwelcome (unsolicited) sexual behaviour, or demands or requests for sexual favours; or → makes a remark with sexual connotations (insinuations, suggestions, tones, etc.) relating to the other person; or → engages in any other unwelcome conduct or behaviour of a sexual nature in relation to the other person, with the intention of offending, humiliating or intimidating the other person. A person will also be deemed to have engaged in sexual harassment if a reasonable person would have anticipated that the other person being subject to the unwelcome sexual conduct would be offended, humiliated or intimidated by the conduct.²⁵ Examples of sexual harassment include (but are not limited to): → Physical contact such as patting, pinching or touching in a physical way; → Unnecessary familiarity such as deliberately brushing against a person; → Sexual propositions; → Unwelcome and uncalled for remarks or insinuations about a person's sex or private life; → Gist of comments about a person's appearance or body; → Offensive telephone calls, text messages, or emails; → Indecent exposure.

²³ WHS Act 2011 (Qld) s 37.

²⁴ WHS Regulation 2011 (Qld) reg. 55A.

²⁵ WHS Regulation 2011 (Qld) reg. 55BA(1); Anti-Discrimination Act 1991 (Qld) s 119.

WORK HEALTH & SAFETY POLICY

Silver Lining Foundation Australia Ltd – Silver Lining Schools

Sex or gender-based harassment	Means the harassment of a person (the ‘harassed person’) on the basis of the harassed person’s sex or gender, by way of unwelcome conduct of a demeaning nature, which intends to offend, humiliate or intimidate the harassed person. A person will also be deemed to have engaged in sex or gender-based harassment if, in circumstances, a reasonable person would have anticipated the harassed person would be offended, humiliated or intimidated by the conduct. ²⁶
Workplace	Is a place where work is carried out for a business or undertaking (e.g. the PCBU such as SLFA), and includes any place a Worker goes, or is likely to be, while at work. ²⁷

ROLES AND DUTIES

The WHS Act outlines the duties held by the PCBU (i.e. SLFA), Officers, Workers and Other Persons within SLFA and its Schools. SLFA and its Schools acknowledges that the duties held by these roles cannot be transferred or delegated to another person.²⁸

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 WHS Act.

If more than one person has a duty for the same matter, each person must carry out their duty to the extent that 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.²⁹

Duties of specific roles are outlined below.

PERSON CONDUCTING A BUSINESS OR UNDERTAKING (PCBU)

The PCBU has the primary duty of care under the WHS Act, to ensure as far as reasonably practicable, that 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 business conducted at the SLFA Head 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 WHS Act.

²⁶ WHS Regulation 2011 (Qld) reg. 55BA(2); Industrial Relations Act 2016 (Qld) Schedule 5.

²⁷ WHS Act 2011 (Qld) s 8.

²⁸ WHS Act 2011 (Qld) s 14.

²⁹ WHS Act 2011 (Qld) s 16.

WORK HEALTH & SAFETY POLICY

Silver Lining Foundation Australia Ltd – Silver Lining Schools

In fulfilling these duties, SLFA its Schools will ensure, so far as is reasonably practicable:

- Safe entry and exit to the workplace – i.e. its various School sites and Head Office site;
- 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 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 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 WHS Regulation also imposes specific duties on the PCBU, the duty holder.

In fulfilling these duties, SLFA and its Schools will:

- Identify reasonably foreseeable hazards;³⁰
- Ensure general workplace facilities, including the maintenance of and accessibility to the facilities meet minimum requirements, so far as is reasonably practicable;³¹
- Ensure the provision of and access to first aid equipment, and first aid training meet the minimum requirements;³²
- Ensure an emergency plan is prepared, maintained and implemented, meeting the minimum requirements in the WHS Regulation;³³
- Ensure psychosocial risks, including risks of sexual harassment or sex or gender-based harassment, are appropriately managed, in compliance with the [*Managing the risk of Psychosocial Hazards at Work Code of Practice 2022*](#), or in a way that provides an equivalent or higher standard of work health and safety than the standard required in the code.³⁴
- Identify where sexual harassment and sex or gender-based harassment is a reasonably foreseeable hazard that could give rise to risks to the health and safety of workers and others.
- Assess, determine and review control measures in accordance with the [*Guide for PCBU's: Managing the risk of sexual harassment and sex or gender-based harassment at work \(WHSQ\)*](#).
- If sexual harassment or sex or gender-based harassment risks are identified, prepare and implement a Prevention Plan in compliance with the WHS Regulation.³⁵

³⁰ WHS Regulation 2011 (Qld) reg. 34 and How to manage work health and safety risks Code of Practice 2021.

³¹ WHS Regulation 2011 (Qld) reg. 40-41 and Managing the work environment and facilities Code of Practice 2021.

³² WHS Regulation 2011 (Qld) reg. 42 and First aid in the workplace Code of Practice 2021

³³ WHS Regulation 2011 (Qld) reg. 43

³⁴ WHS Regulation 2011 (Qld) reg. 55C and Managing the risk of psychosocial hazards at work Code of Practice 2022.

³⁵ Work Health and Safety Regulation 2011 s.55A to s.55H and Managing the Risk of psychosocial hazards at work Code of Practice 2022

WORK HEALTH & SAFETY POLICY

Silver Lining Foundation Australia Ltd – Silver Lining Schools

OFFICERS

Officers have a duty under the WHS Act to exercise due diligence, by ensuring the PCBU complies with the duties under the WHS 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 WHS 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 WHS 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 WHS 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.

WORK HEALTH & SAFETY POLICY

Silver Lining Foundation Australia Ltd – Silver Lining Schools

- 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 WHS Act and the WHS Regulation:

- 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

1. SLFA and its Schools' Risk Management Framework provides further guidance on the process and approach to managing risks in the workplace.
2. 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;
 - (d) if a risk then remains, the duty holder must minimise the remaining risk, so far as is reasonably practicable, by implementing administrative controls; and/or
 - (e) 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.³⁶
3. Where the risk relates to sexual harassment or sex or gender-based harassment, the controls considered for implementation by the PCBU must take account of the matters in the WHS Regulation.³⁷

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

³⁶ Regulation 36.

³⁷ Regulation 55F.

WORK HEALTH & SAFETY POLICY

Silver Lining Foundation Australia Ltd – Silver Lining Schools

(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.

If the Workers are represented by a HSR, consultation will include the HSR. If one or more Workers asks the PCBU (SLFA and its Schools) to consult with their representative, the consultation will include the Worker's representative.

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.

WORK HEALTH & SAFETY POLICY

Silver Lining Foundation Australia Ltd – Silver Lining Schools

APPOINTMENT OF A HEALTH AND SAFETY REPRESENTATIVE (HSR)

SLFA and its Schools will facilitate the election of an HSR where a Worker at any one of its Schools or worksites asks for an HSR to be elected.

Where the HSR role becomes vacant, as soon as reasonably practicable after the vacancy occurs, the PCBD – SLFA, will notify Workers about the powers of the HSR and the HSR election process and invite Workers to request the facilitation of an election.

If SLFA or any of its Schools and worksites does not have an HSR, SLFA will notify Workers about the powers of the HSR and the HSR election process and invite Workers to request the facilitation of an election.

If SLFA or any of its Schools and worksites does not receive a request to elect an HSR, the notification and invitation will be repeated annually.²⁹

HEALTH AND SAFETY COMMITTEE

SLFA School and various worksites will establish a Health and Safety Committee within 28 days if requested to do so by an HSR or five or more Workers.³⁰

AWARENESS AND ACCESSIBILITY OF PROCESSES

SLFA and its Schools will inform all staff, students and parents/carers of this Policy and its processes and any related processes relating to health, safety and conduct of staff through avenues such as staff inductions, regular staff training and meetings (where records of attendance will be kept), general day to day discussions with staff and students, and access to the Policy will be made available via School Newsletters, and publication of Policy on the SLFA website – <http://www.silverlining.org.au/>.³⁸

This Policy and any related processes relating to the health, safety and conduct of staff and students are available in staff rooms at SLFA Schools and worksites and on request from the SLFA Head Office – email admin@slfa.edu.au

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.

COMPLAINTS PROCEDURE

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

³⁸ Education (Accreditation of Non-State Schools) Regulation 2017 reg 16(4)(a).

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) – SLFA is the PCBU. The SLFA Board of Directors, SLFA Officers³⁹ and SLFA Executive and School Leadership Staff who oversee the management and control of the SLFA's various worksites (e.g. Executive Officer, Executive Management staff, School Principal/Head of Campus, Managers, 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 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.

³⁹ Officer as defined by section 9 of the Corporations Act 2001 (Cth).

WORK HEALTH & SAFETY POLICY

Silver Lining Foundation Australia Ltd – Silver Lining Schools

SLFA EMPLOYEE POLICY DECLARATION FORM

WORK HEALTH & SAFETY POLICY (WHS)

I declare that:

1. I have read the **WHS POLICY**, and
2. I understand its content, and
3. I sought clarification from my supervisor/manager, or a SLFA Head Office Support Team staff member such as the SLFA Executive Officer, Governance & Compliance Officer or Senior Education Officer, prior to signing this Declaration Form, where I had questions about the policy.

I understand that:

1. It is my responsibility to perform any obligations and responsibilities placed on me under this policy, any related policies and any relevant legislation, to the best of my ability and all times, and
2. I should continue to seek clarification or ask questions about the policy, procedures and any of my obligations under it, whenever I need to, and
3. I can seek guidance or assistance from my supervisor / manager or a SLFA Head Office Support Team staff member such as the SLFA Executive Officer, Governance & Compliance Officer or Senior Education Officer, whenever I need to.

EMPLOYEE SIGNATURE

Name:		Signature:	
Work Site:		Date:	

SLFA EXECUTIVE OFFICER*, SCHOOL PRINCIPAL or SUPERVISOR'S SIGNATURE

Name:		Signature:	
Position:		Date:	

*Note: Governance & Compliance Officer may sign as the SLFA Executive Officer's delegate.