

1. Work Health and Safety Policy

Purpose: The purpose of this policy is to outline IMPACT Community Academy’s 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/s at the school.

Scope: IMPACT Community Academy directors, all officers, all employees, and other persons at the school, including students and parents, guardians/carers.

Authorised by: ICA Board **Version No: 20240812**

- References:**
- [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](#)
 - [Education \(Accreditation of Non-State Schools\) Regulation 2017](#)
 - [Corporations Act 2001](#) (Cwlth)
 - [ICA-POL002 Complaints Handling Policy](#)
 - [ICA-POL006 Risk Management Policy](#)
 - [ICA002 Complaints Handling Procedure](#)

Review Date: Annually **Next Review Date: 20250812**

Policy Owner: IMPACT Community Academy – Board of Directors

2. Policy Statement

IMPACT Community Academy 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 doing so, the school 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, ensuring that, so far as is reasonably practicable:

- 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 effectively to ensure work activities are performed safely.
- to consult with workers on matters relating to health, safety and wellbeing.
- to provide appropriate safety equipment and personal protective equipment; and
- to provide a suitable injury management and return to work program.

This commitment is in line with the school’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*.

3. Definitions

Person Conducting a Business or Undertaking (PCBU)	Person Conducting a Business or Undertaking (PCBU) 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
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	association. Examples of a PCBU include a company, association, a sole trader, or partners in a partnership. The school is a PCBU.
Officer	An 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 Commonwealth, public authority or a corporation. In the School this may include members of the School Board and senior leadership employees such as the Chief Executive Officer, Executive Principal, Campus Principal, or Business Manager.
Worker	Worker includes employees, 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. 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)	Health and Safety Representative (HSR) (<i>Sch5 Work Health and Safety Act 2011</i>): is a worker, elected by workers, to represent the health and safety of the work group of which the worker is a member. An 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 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)	Work Health and Safety Officer (WHSO) is a suitably qualified person appointed by the PCBU to assist in fulfilling the PCBU's work health and safety duties. 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 work health and safety officer.
Health and Safety Committee (HSC)	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 work health and safety officer, if these positions have been established at the school and at least half of the committee members must be workers, not nominated by the PCBU.
Reasonably Practicable	Reasonably practicable means what is reasonably able to be done to ensure the health and safety of workers and other person at the school. 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	A Notifiable Incident occurs when there is a death, serious injury or incident or a dangerous incident, relating to a worker or other person because of the conduct of the school. Such incidents must be reported to Work Health and Safety Queensland immediately after the school becomes aware of the incident.
Serious Injury or Incident	A serious injury or incident 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	A dangerous incident includes both immediate serious risks to health or safety, and also a risk from an immediate exposure to a substance which is likely to create a serious risk to health or safety in the future, for example asbestos or hazardous chemicals.

4. Roles and Duties

IMPACT Community Academy acknowledges that a duty under the *Work Health and Safety Act 2011* and the *Work Health and Safety Regulation 2011* cannot be transferred or delegated to another person.

IMPACT Community Academy 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.
 - 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.
 - c. must, so far as is reasonably practicable, consult, co-operate and co-ordinate activities with all other persons who have a duty in relation to the same matter.

Duties of specific roles are outlined below.

4.1. Person Conducting a Business or Undertaking (PCBU)

In its legal role as a Person Conducting a Business or Undertaking, IMPACT Community Academy must undertake its role and responsibilities under the *Work Health and Safety Act 2011* and the *Work Health and Safety Regulation 2011*.

In fulfilling this duty, IMPACT Community Academy will as far as reasonably practicable:

- 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, IMPACT Community Academy 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.
The Regulation also includes PCBU duties providing specific requirements, to supplement the broad PCBU duties in the Act.

In fulfilling these duties, IMPACT Community Academy will:

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

IMPACT Community Academy governing body must also undertake its role and responsibilities under the *Education (Accreditation of Non-State Schools) Regulation 2017* by complying with the *Work Health and Safety Act 2011*.

4.2. Officers

Officers have a duty under the *Work Health and Safety Act 2011* to exercise due diligence, by ensuring the PCBU complies with the duties under this Act. Officers of IMPACT Community Academy will exercise due diligence by taking the following reasonable steps:

- to acquire and keep up-to-date knowledge of work health and safety matters.
- to gain an understanding of the nature of the operations of IMPACT Community Academy and the associated hazards and risks associated with those operations.
- to ensure IMPACT Community Academy 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 IMPACT Community Academy.
- to ensure that IMPACT Community Academy has appropriate processes for receiving and considering information about incidents, hazards and risks and responding in a timely way to that information.
- to ensure that IMPACT Community Academy has, and implements, processes for complying with work health and safety legislation.
- to verify, audit and review, work health and safety processes and use of the resources and processes mentioned above.

4.3. Workers

In their legal role as Workers, employees of IMPACT Community Academy, contractors and subcontractors and their employees, employees of a labour hire company who has been assigned to work in IMPACT Community Academy, outworkers, apprentices, trainees, students gaining work experience and volunteers, must undertake their roles and responsibilities under the *Work Health and Safety Act 2011* and the *Work Health and Safety Regulation 2011*. Workers must, as far as reasonably practicable:

- take reasonable care for their own health and safety.
- take reasonable care that their conduct, in their acts or omissions, does not adversely affect the health and safety of others.
- comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the school to allow compliance with the legislation.

- co-operate with any reasonable, notified policy or procedure of IMPACT Community Academy relating to health or safety.

4.4. Other Persons

In their legal role as Other Persons at IMPACT Community Academy, board members, young people, parents and visitors, must undertake their role and responsibilities under the *Work Health and Safety Act 2011*. All other persons at the school have the following duties and will:

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

4.5. Other roles

IMPACT Community Services may establish additional roles or committees to assist in managing the school'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 school 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. The school must establish an HSC 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 school 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.

5. Implementation

In practice, IMPACT Community Academy'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*:

- An appropriately resourced safety system.
- A risk management framework.
- Provide information, training, instruction, and supervision.
- Provide a process for consultation, co-operation, and issue resolution.

6. Risk Management Framework

IMPACT Community Academy's Risk Management Framework provides further guidance on the process and approach to managing risks at the school. Where the approach in the Risk Management Framework does not eliminate the risk to the health and safety of workers and others, IMPACT Community Academy must minimise risks, so far as is reasonably practicable, by doing one or more of the following:

- substituting (wholly or partly) the hazard giving rise to the risk with something that gives rise to a lesser risk.
- isolating the hazard from any person exposed to it.
- 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 and ensuring the provision and use of suitable personal protective equipment.

7. Information, Training, Instruction and Supervision

In accordance with the *Work Health and Safety Act 2011* and the *Work Health and Safety Regulation 2011*, IMPACT Community Academy 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.
- the nature of the risks associated with the work at the time the information, training, instruction or supervision is provided.
- the control measures implemented.

IMPACT Community Academy 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.

IMPACT Community Academy's Risk Management Framework provides further guidance on the information, training, instruction and supervision provided to workers at the school.

IMPACT Community Academy will take all reasonable steps to train its staff on this policy and any related processes relating to the health, safety and conduct of employees and students on their induction and will refresh training annually.

8. Consultation, Cooperation and Issue Resolution

IMPACT Community Academy 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.

Matters may include identifying, assessing and eliminating or minimising risks relating to work carried out by the workers at IMPACT Community Academy, proposed changes to procedures for resolving worker issues or monitoring worker safety and the provision of information and training.

Consultation 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 and contribute to the decision-making process relating to the matter. So far as reasonably practicable, workers will be given access to the information on the outcome of the consultation, in a timely manner.

IMPACT Community Academy will also consult with workers, so far as is reasonably practicable, in relation to the following health and safety matters in accordance with the *Work Health and Safety Act 2011* and the *Work Health and Safety Regulation 2011*:

1. when identifying hazards and assessing risks to health and safety arising from the work carried out or to be carried out by IMPACT Community Academy.
2. when making decisions about ways to eliminate or minimise those risks.
3. when making decisions about the adequacy of facilities for the welfare of workers.
4. when proposing changes that may affect the health or safety of workers.
5. when making decisions about the procedures for:
 - a. consulting with workers; or
 - b. resolving work health or safety issues at the workplace; or
 - c. monitoring the health of workers; or
 - d. monitoring the conditions at any workplace under the management or control of the school; or
 - e. providing information and training for workers; or
6. when carrying out any other activity prescribed under the relevant legislation.

When consulting with workers, IMPACT Community Academy will ensure that:

1. relevant information about the matter is shared with workers.
2. workers be given a reasonable opportunity —
 - a. to express their views and to raise work health or safety issues in relation to the matter; and
 - b. to contribute to the decision-making process relating to the matter.
3. the views of workers are taken into account by the school.
4. the workers consulted are advised of the outcome of the consultation in a timely way.
5. records of the consultation process and outcome are retained.

IMPACT Community Academy will refer to [ICA-POL002 Complaints Handling Policy](#) and [ICA002 Complaints Handling Procedure](#) for further guidance on resolving work health and safety issues.

9. Compliance and Monitoring

9.1. Incident Reporting

IMPACT Community Academy will implement an ***Injury, Incident & Hazards Report Form*** which requires workers and other persons to report any injuries, hazards or incidents resulting in potential or actual harm to health and safety. IMPACT Community Academy will regularly monitor, collate, and report on injuries, hazards and incidents.

9.2. Notifiable Incidents

IMPACT Community Academy is 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 IMPACT Community Academy. The school 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.

9.3. Training

IMPACT Community Academy will, so far as is reasonably practicable, 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.

9.4. Implementing the Processes

IMPACT Community Academy will, so far as is reasonably practicable, 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 where practicable.

9.5. Accessibility of Processes

This policy and any related processes relating to the health, safety and conduct of staff and students will, so far as is reasonably practicable, be accessible on IMPACT Community Academy website.

9.6. Complaints Procedure

Suggestions of non-compliance with this policy and any related processes may be submitted as complaints under IMPACT Community Academy's Complaints Handling Policy and Complaints Handling Procedure.

9.7. Reporting

IMPACT Community Academy endeavours to monitor the Workplace Health and Safety performance monthly through WHS reporting which will be provided to the governing body at each meeting.



VERSIONS: 20240215Draft 20240812