



BRISBANE GRAMMAR SCHOOL

# Work Health and Safety Policy

V1.3 1910

## Table of Contents

1.	Purpose and Application .....	2
2.	Legislation .....	2
3.	Definitions .....	2
4.	Resources .....	2
5.	School Strategy for Work Health and Safety .....	3
6.	Responsibilities .....	3
6.1.	Board of Trustees .....	3
6.2.	Senior Leadership Team .....	3
6.3.	Managers, Supervisors and Heads of Departments .....	3
6.4.	All Staff .....	4
6.5.	Students, Parents and Visitors .....	4
7.	School Workplace Health and Safety Committee .....	4
8.	Contact Information .....	4
9.	Related Documents .....	5
10.	Policy Management .....	5



# WORK HEALTH AND SAFETY POLICY V1.3 1910

## 1. Purpose and Application

Brisbane Grammar School (**School**) is committed to providing, so far as is reasonably practicable, a work environment that is safe and without risks to the health, safety and wellbeing of its Staff, students and others who may be put at risk as a result of work carried out as part of the School's business (e.g. visitors to the School, including parents).

The School aims to prevent any injury and harm to those involved in its business through compliance with work health and safety laws and the promotion of a positive health and safety culture.

The purpose of this policy is to eliminate risks to the health and safety of Staff, students and other persons so far as is reasonably practicable; or if this is not possible, to minimise the risks to health and safety so far as is reasonably practicable.

This policy applies to all School Staff, students and parents and to the School's Board of Trustees.

## 2. Legislation

- *Work Health and Safety Act 2011 (Qld)*
- *Work Health and Safety Regulation 2011 (Qld)*
- *Education (Accreditation of Non-State Schools) Regulation 2017*

## 3. Definitions

In this policy:

**"Staff"** or a **"Staff member"** means all employees, and other personnel such as consultants, contractors, and people undertaking work experience or vocational placements or volunteers working for the School.

A **"student"** is any person regardless of age who is enrolled at the School.

A **"parent"** includes a legal guardian.

## 4. Resources

Resources in terms of personnel, time, effort and financial outlay commensurate with the priority which the School places on work health and safety will be made available in order to fulfil the School's commitment to work health and safety in accordance with this policy. Where necessary, external consultants will be engaged to ensure that work health and safety is appropriately managed.



## WORK HEALTH AND SAFETY POLICY V1.3 1910

### 5. School Strategy for Work Health and Safety

To fulfil its commitment to work health and safety, the School will:

- Implement this policy and ensure that it is regularly monitored and revised in the light of legislative, best practice or organisational changes;
- Adopt sound health and safety risk management principles and practices to eliminate or mitigate the risk of injury or harm to Staff, students and others consistent with the nature and scale of workplace risks inherent in the School's business;
- Maintain appropriate records in relation to work health and safety matters;
- Provide appropriate safety equipment and personal protective equipment;
- Provide meaningful opportunities for Staff to be consulted on work health and safety issues relevant to them and for issues to be resolved;
- Provide such information, training, instruction or supervision that is necessary to protect all persons from risks to their health and safety arising from work carried out as part of the School's business;
- Establish procedures for compliance with relevant registration, certification and licensing requirements;
- Establish procedures for the performance of inspections, maintenance, repairs, cleaning, modifications and housekeeping tasks in a timely manner;
- Establish procedures so that tasks requiring specific qualifications, skills or experience are only undertaken by those competent to do so;
- Notify and investigate incidents and take reasonable corrective actions to prevent recurrence;
- Prepare for emergencies and evacuations;
- Disseminate health and safety information and report on health and safety performance; and
- Continuously improve health and safety performance through regular review, evaluation and improvement planning.

### 6. Responsibilities

The following responsibilities have been allocated within the School with respect to work health and safety:

#### 6.1. Board of Trustees

The Board of Trustees is responsible to exercise due diligence to ensure the School complies with its work health and safety duties.

#### 6.2. Senior Leadership Team

The Senior Leadership Team accepts overall responsibility for the effective management of work health and safety in the School, including implementation of the School's strategy for work health and safety in section 5 above.

#### 6.3. Managers, Supervisors and Heads of Departments

The School's Managers, Heads of Departments and Supervisors at all levels are responsible, within the scope of their authority, for implementation of the School's strategy for work health and safety in section 5 above.



## WORK HEALTH AND SAFETY POLICY V1.3 1910

### 6.4. All Staff

All School Staff are required to:

- Comply with this policy and take reasonable care for their own health and safety and the health and safety of others;
- Perform their duties and work activities in a safe manner at all times;
- Comply with instructions and undertake any training provided by the School in relation to work, health and safety;
- Use safety equipment and personal protective equipment as instructed;
- Participate in consultation on matters affecting their health, safety and wellbeing at work;
- Contribute to building a collaborative and supportive health and safety culture;
- Immediately report any injuries, incidents or health and safety hazards and risks to their supervisor or manager; and
- Monitor their own health and safety and the health and safety of those around them.

### 6.5. Students, Parents and Visitors

All School students, parents and other visitors to the School are required to:

- Comply with this policy and take reasonable care for their own health and safety and the health and safety of others;
- Perform any activities at the School in a safe manner at all times;
- Comply with instructions and undertake any training provided by the School in relation to work, health and safety;
- Use safety equipment and personal protective equipment as instructed;
- Contribute to building a collaborative and supportive health and safety culture;
- Immediately report any injuries, incidents or health and safety hazards and risks to Staff; and
- Monitor their own health and safety and the health and safety of those around them.

## 7. School Workplace Health and Safety Committee

The School's Workplace Health and Safety Committee is responsible to:

- Promote fulfilment of this policy's objectives;
- Facilitate cooperation between the School and Staff in instigating, developing and carrying out measures designed to ensure the health and safety at work;
- Assist in developing standards, rules and procedures relating to health and safety that are to be followed or complied with at the workplace;
- Immediately report to management any issue which may affect workplace health and safety.

Safety committee meetings will be held regularly and at least once every three months. Prior notice will be given of the agenda and committee resolutions will be publicised in the workplace.

## 8. Contact Information

If you have any questions regarding this policy please contact the Risk & Compliance Manager 07 3834 5766.



## WORK HEALTH AND SAFETY POLICY V1.3 1910

### 9. Related Documents

- *Anaphylaxis Procedures and Guidelines*
- *Anti-Discrimination Policy*
- *Bullying Policy*
- *Child Protection Policy and Child Risk Management Strategy*
- *Code of Conduct (Staff)*
- *Code of Expectations and Behaviour (Students)*
- *Drugs Policy*
- *Explicit Sexual Imagery Policy*
- *Manual Handling Policy*
- *Medication Policy*
- *Sexual Harassment Policy*
- *Sunsmart Policy*
- *Tours Policy*
- *Crisis Management Plan*
- *Workplace Harassment Policy*

And any other Policy published by the School in relation to Workplace Rehabilitation.

### 10. Policy Management

The School may, from time to time, review and update this document to take account of new laws and technology, changes to the School's operations and practices and to make sure it remains appropriate to the changing school environment.

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## WORK HEALTH AND SAFETY POLICY V1.3 1910

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