

PO-PHW-400 People, health, safety and wellbeing policy

Purpose

The purpose of this policy is for Parklands Christian College to promote people health and wellbeing (PHW) and eliminate risks to the health, safety and wellbeing of workers and other persons so far as is reasonably practicable; or if this is not possible to minimise the risks to health, safety and wellbeing so far as is reasonably practicable.

Context

Care and wellbeing is central to our core values at Parklands Christian College and the physical and psychological health, safety and wellbeing of our students, staff and broader school community is paramount.

Policy

We are committed to leading the way in health, safety and wellbeing within our sector. Our team applies safety standards that have been established to protect our workers, students, and others. Our goal is to ensure that our College remains safe, and conducive to the health and wellbeing of the College community.

We aim to optimise health, safety, and well-being at work by:

- providing adequate resources to ensure that proper provisions can be made for health, safety and well-being;
- Consulting with the College community on health, safety and wellbeing issues;
- understanding the hazards and risks associated with our work activities;
- acquiring and keeping up-to-date knowledge of health, safety and wellbeing matters;
- conforming to legislative requirements, being either the Act, Regulations or Codes of Practice;
- assessing and eliminating risks to health and wellbeing, so far as is reasonably practicable and if it is not reasonably practicable to eliminate risks to health and safety, to minimise those risks so far as is reasonably practicable;
- enabling consultation and participation with stakeholders around work health, safety and wellbeing matters;
- providing and maintaining safe plant, structures, and safe systems of work;
- ensuring the safe use, handling and storage of plant, structures and substances;
- providing adequate facilities for the welfare at work of workers in carrying out work;
- providing any information, training, instruction, and supervision that is necessary to protect people from risks to their health and safety;
- ensuring that the health of workers and the conditions at the College are monitored to prevent illness or injury;
- auditing the program and conducting periodic reviews to ensure that initiatives remain effective and are continually improved; and
- establishing measurable objectives and targets to chart our progress.

As a team, we have a shared responsibility for health, safety and wellbeing. The management team is responsible for resourcing and monitoring the effectiveness of the PHW program, line managers are responsible for ensuring that a safe system of work is applied, and staff and other people in the workplace are responsible for their health and safety, that they do not put others at risk, and that they follow lawful directions, including the Parklands Christian College policies and procedures.

We request and value the personal cooperation and commitment of the entire College community, whether they be employees, contractors, or students, to help us achieve our optimum health, safety and well-being objective.

Definitions

For the purpose of this policy the following definitions apply.

Term	Definition
The College	Parklands Christian College
Person conducting a business or undertaking	The <i>Work Health and Safety Act 2011</i> defines a person conducting a business or undertaking as (PCBU): <ul style="list-style-type: none"> ▪ whether the person conducts the business or undertaking alone or with others; and ▪ whether or not the business or undertaking is conducting for profit or gain
Officer	An officer is generally someone who makes, or participates in making, significant decisions that affect the whole, or a substantial part, of the College, or has the capacity to significantly affect the business' financial standing.
Due diligence	The <i>Work Health and Safety Act 2011</i> defines due diligence as taking reasonable steps- <ol style="list-style-type: none"> a. to acquire and keep up-to-date knowledge of work health and safety matters; b. to gain an understanding of the nature of the operations of the business or undertaking of the PCBU and generally of the hazards and risks associated with those operations; c. to ensure that the PCBU 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 the business or undertaking; d. to ensure that the PCBU has appropriate processes for receiving and considering information regarding incidents, hazards and risks and responding in a timely way to that information; e. to ensure that the PCBU has, and implements, processes for complying with any duty or obligation of the PCBU under the <i>Work Health and Safety Act</i>; and f. to verify the provision and use of the resources and processes mentioned in paragraphs (c) to (e).
Reasonably practicable	The <i>Work Health and Safety Act 2011</i> defines reasonably practicable in relation to a duty to ensure health and safety, means that which is, or was at a particular time, reasonably able to be done in relation to ensuring health and safety, taking into account and weighing up all relevant matters including- <ul style="list-style-type: none"> ▪ the likelihood of the hazard or the risk concerned occurring; ▪ the degree of harm that might result from the hazard or the risk; ▪ what the person concerned knows, or ought reasonably to know, about: <ul style="list-style-type: none"> □ the hazard or the risk; and □ ways of eliminating or minimising the risk; ▪ the availability and suitability of ways to eliminate or minimise the risk; and ▪ after assessing the extent of the risk and the available ways of eliminating or minimising the risk, the cost associated with available ways of eliminating or minimising the risk, including whether the cost is grossly disproportionate to the risk.

Term	Definition
Worker	<p>The <i>Work Health and Safety Act 2011</i> defines a worker as a person who carries out work in any capacity for a PCBU, including work as-</p> <ul style="list-style-type: none"> ▪ an employee; ▪ a contractor or subcontractor; ▪ a labour hire employee; ▪ an outworker; ▪ an apprentice or trainee; ▪ a student gaining work experience; ▪ a volunteer; or ▪ a person of a prescribed class.


Responsibilities

Person responsible	Responsibility

Exceptional circumstances

Contractors working for the College are also PCBU's, and as such have their own set of obligations under the WHS Act. The College will pre-qualify contractors to ensure that they understand their WHS obligations and can exercise due diligence when working at the College.



Category	<input type="checkbox"/>	Business excellence and governance	BEX	
	<input checked="" type="checkbox"/>	People, health & well-being	PHW	
	<input type="checkbox"/>	Students	STU	
	<input type="checkbox"/>	Infrastructure, material resources & environment	INF	
	<input type="checkbox"/>	Staff	STA	
	<input type="checkbox"/>	Learning	LEA	
	<input type="checkbox"/>	Community	COM	
	<input type="checkbox"/>	Emergency response	EME	
Related procedures	Work Health and Safety Guidelines			
Related forms				
Legislation and standards	Work Health and Safety Act 2011 (QLD) Work Health and Safety Regulation 2011 (QLD) Education (Accreditation of Non-Schools) Act 2017 (QLD) Education (Accreditation of Non-Schools) Regulation 2017 (QLD) AS/NZS 45001 Occupational Health and Safety Management Systems			
Scriptures	Proverbs Ch 14 v 8, Colossians Ch 3 v 17, I John Ch 3 v 18			
Policy owner	College Board	Authorised by Signature	Board Chair 	
Date	06.06.2024	Next review date	July 2025	
Risk category	HIGH	MEDIUM	LOW	
Revision cycle	1 year	2 years	3 years	
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	0.1	June 2024	3.0	
	1.0	June 2025	4.0	
	2.0		5.0	