

Work Health and Safety Statement

CONTEXT

As a Catholic boarding school in the Jesuit tradition, Saint Ignatius' College, Riverview seeks to promote the spiritual, academic, social, physical and experiential growth of members of the community.

The educational program at the College is dedicated to the integral formation of the human person. It aims to enable all to reach their full potential, immersed in an environment that aspires to Human Excellence and the promotion of a faith that does justice.

The purpose of the College policies and procedures is to provide a framework which ensures that the safety, individual care (*cura personalis*) and wellbeing of each person is paramount.

PRINCIPLES

Saint Ignatius' College, Riverview (the College) recognises its responsibility to provide a safe and healthy workplace for all our staff, students, contractors and visitors. The College makes every effort to ensure that appropriate levels of resources: physical, financial and organisational, are directed towards compliance with all relevant legal requirements regarding the health, safety and welfare of all workers.

This Policy gives a framework that outlines how this commitment is implemented and the roles and responsibilities of the parties within the College in implementing this commitment. It assists the College to meet its legislative requirements in this respect.

Policy

Health and Safety in the College environment is both an individual and shared responsibility. Maintaining a safe work environment requires everyone's continuous cooperation. It is a partnership between those in the College community and the College.

	<p>This means that, as a worker you are individually responsible to protect your own physical and psychological health and safety, and the health and safety of co-workers and other persons who are not employees or contractors by working in compliance with the law and with our safe work practices. This Policy outlines the responsibilities of workers in implementing measures which provide for a safe workplace. It relates to other College policies which articulate in more detail how risks to health and safety are minimized.</p> <p>It also provides guidelines for the ongoing consultation and planning for safety and risk management. The Statement addresses the training and professional development requirements for staff in meeting their WHS responsibilities. It also provides guidance for the management and reporting of safety incidents.</p>
<p>Responsibilities</p>	<p>This policy applies to all employees, contractors and volunteers engaged by the College and applies to activities:</p> <ul style="list-style-type: none"> / in the workplace, including while working outside normal working hours; / while undertaking work activities including interaction with parents or other third parties and while working away from the College (e.g. College trips or sport activities); and / at work-related events e.g. conferences and social functions. <p>Whilst the Principal has overarching responsibility for this statement, the Head of Risk and Compliance is responsible for ensuring compliance. The following are also responsible for monitoring this document in relation to their roles and responsibilities and for ensuring that it is updated as required.</p> <ul style="list-style-type: none"> / Executive and Leadership Team / All Heads of Faculty, Heads of House and Heads of Division / All Supervisory and Management Staff / WHS Committee

PROCEDURE FOR IMPLEMENTING THE WORK HEALTH AND SAFETY POLICY

<p>Responsibilities</p>	<p>The College's responsibilities under legislation regarding Work Health & Safety (WHS) may include doing everything reasonably practicable to ensure the health and safety of workers engaged by the College, by:</p> <ul style="list-style-type: none"> / Providing a healthy and safe workplace; / Communicating and consulting about Health and Safety and safe work practices; / Identifying hazards in the workplace that may be a risk to health and safety and eliminating or minimising those hazards; / Planning, developing, implementing, monitoring and reviewing the WHS Program on a regular basis; and / Reviewing WHS Policies and Procedures on a regular and ongoing basis. <p>Meeting these responsibilities requires those within the College community to individually take responsibility for certain aspects of WHS in the College as outlined below.</p>
<p>Person Conducting the Business or Undertaking (PCBU)</p>	<p>The primary responsibility for health and safety in a workplace lies with the Person Conducting the Business or Undertaking (commonly referred to as the PCBU). Saint Ignatius' College, Riverview (the College) is a PCBU.</p> <p>A PCBU's primary duty of care is to ensure, so far as "reasonably practicable" (explained below) that workers (including contractors, subcontractors and their employees), and other persons (for example students and people visiting our premises), are not exposed to health and safety risks arising from our activities or undertakings. This duty covers both workers engaged by the College, and workers whose activities in carrying out their work (e.g. contractors, volunteers) are influenced and directed by the College.</p> <p>The College's duty of care applies "to the extent to which we have the capacity to influence and control the matter" which in</p>

	<p>effect creates a situation where the College can have a joint liability with another PCBU for ensuring the safety of workers.</p> <p>For the College to ensure, so far as is 'reasonably practicable', that workers, or other persons, are not exposed to health and safety risks arising from our operations or undertaking, the WHS laws require that we take into account and weigh up all relevant matters including:</p> <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 the hazard or 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. <p>One important point to note with respect to the cost assessment above: although the cost of eliminating or minimising risk is relevant in determining what is reasonably practicable, there is a clear presumption in favour of safety ahead of cost.</p> <p>In broad terms, this "reasonably practicable" obligation requires the College to implement a risk management program through which we take positive steps to identify workplace safety hazards, assess each hazard in terms of likelihood and potential consequence, and take action to either eliminate or reduce each hazard we have identified. The test is an objective one having regard to a "reasonable person" in the College's position.</p>
<p>Board of Directors Members & Officers</p>	<p>All Board of Directors members and officers are required to exercise due diligence to ensure that the school complies with its WHS duties and obligations. Each member and officer must:</p> <ul style="list-style-type: none"> / Acquire and keep up-to-date knowledge of WHS matters;

	<ul style="list-style-type: none"> / Have an understanding of the nature of the school's operations and the safety hazards and risks associated with these operations; / Ensure that the College has appropriate resources and processes to eliminate or minimise risks to health and safety from work carried out within the school; / Ensure that the College has appropriate processes for receiving and considering information regarding incidents, hazards and risks and respond in a timely way to that information; / Ensure that the College has and implements processes for complying with its WHS duties and obligations; and Verify the provision and use of the resources that have been allocated to the management of health and safety within the school. <p>The term officer includes Board of Directors members and the Principal as well as any person who makes or participates in making decisions that affect the whole, or a substantial part of the College.</p>
<p>The Principal</p>	<p>The Principal has overarching responsibility for the Work Health & Safety Statement. The Head of Risk and Compliance is responsible for ensuring compliance with the Work Health & Safety Statement.</p>
<p>Executive Team</p>	<p>Members of the Executive Team are required to ensure that this policy and the resulting WHS Program is developed and effectively implemented in their areas of control, and to support Heads of Faculty, Head of House, Heads of Division and Managers and Supervisors and hold them accountable for their specific responsibilities.</p>
<p>Heads of Faculty, Heads of House, Heads of Division, Managers and Supervisors</p>	<p>Each Head of Faculty, Head of House, Head of Division, manager and supervisor is responsible for taking all reasonably practicable measures to ensure that:</p> <ul style="list-style-type: none"> / The WHS Program is implemented in their area of control and that staff are students are supervised and trained to meet their requirements under this Program; and

	<ul style="list-style-type: none"> / Employees are consulted in relation to health and safety issues and that any concerns are referred to the WHS Committee or the Executive Leadership Team depending on the nature of the concern.
<p>Staff and Contractor Responsibilities</p>	<p>All workers have a responsibility under WHS legislation to take care of their own health and safety at work. It is also their responsibility to ensure that activities do not adversely affect the health and safety of other persons – for example co-workers, students, parents or other persons that they may come into contact with at work.</p> <p>Staff and Contractors must cooperate with the College in ensuring that the College is safe and without risk to health. This includes, but is not limited to:</p> <ul style="list-style-type: none"> / complying with all policies and procedures in place to protect health and safety at College; / complying with all reasonable instructions from managers in relation to health and safety issues at College; / ensuring that they know how to use equipment safely and that all equipment is used in the correct manner; / using any personal protective equipment provided by the College and ensuring that it is used correctly; / participation in WHS training; / participation in WHS consultation; / reporting all incidents and accidents at the workplace in accordance with the Incident Management and Reporting Policy. This includes both actual accidents and 'near misses' (that is, where an incident has occurred which had the potential to cause personal injury or damage to school property, even if no injury or damage occurred); and / generally cooperating with the School as required to enable compliance with the law.
<p>Student Responsibilities</p>	<p>Students must cooperate with the School in ensuring that the College is safe and without risk to health. This includes, but is not limited to:</p>

	<ul style="list-style-type: none"> / complying with all policies and procedures in place to protect health and safety at College; / complying with all reasonable instructions from Staff in relation to health and safety issues at College; / ensuring that they know how to use equipment safely and that all equipment is used in the correct manner; / using any personal protective equipment provided by the College and ensuring that it is used correctly; / reporting all unsafe conditions, incidents and accidents at College to the teacher in charge or the House Master; / act in a manner that reflects creditably on the reputation of the School and desist from behaving in a manner that creates a risk for others; and / generally cooperating with the College as required to enable compliance with the law.
<p>Visitors (including parents)</p>	<p>Visitors to the College may be particularly vulnerable to possible injury due to their unfamiliarity with the College buildings, facilities and surrounds. They have a role to play in protecting themselves and others. To fulfil this role, visitors must:</p> <ul style="list-style-type: none"> / comply with the Visitors Policy and be signed onto School premises; / follow all directions, either verbal or written given by any authorised College representative; / not use or operate any piece of College property or plant unless specifically authorised and trained to do so; and / not enter any part of the College that is not usually open to visitors, or is indicated as being inaccessible to visitors, unless accompanied by an authorised College representative.
<p>Reporting, Consultation and Communication</p>	<p>The College will consult with staff in the implementation of safe work practices and procedures to ensure the health, safety and welfare of all workers. The involvement of staff is critical for ensuring a safe and healthy College.</p>

<p>Reporting Safety Issues</p>	<p>All accidents, injuries and potential safety hazards must be reported immediately in accordance with the College Incident Management and Reporting Policy.</p> <p>The College is required to keep a record of all work-related illnesses and/or injuries, no matter how slight, to comply with WHS legislation.</p> <p>If a worker sustains an injury or illness at work, they are required to record this using the online reporting form immediately on becoming aware of the injury or illness. This applies even if the injury or illness does not require medical attention, because the College aims to ensure that any existing safety hazards are corrected. The Record of Injuries is kept by the Head of Risk and Compliance and the Payroll Manager.</p> <p>It is unlawful to discriminate against or victimise any worker because the worker raises an issue or concern about a workplace matter that he or she considers is not safe or is a risk to health.</p>
<p>Meetings</p>	<p>WHS will be included on the agenda of all regular Leadership Team, Pastoral Leadership, Faculty, Property or non-academic staff meetings. It is the responsibility of the meeting coordinator to ensure the inclusion of WHS as a standing agenda item. It is also the responsibility of the meeting coordinator to refer the matter to the Health and Safety Committee or the Executive team depending on the nature of the issue.</p>
<p>Health and Safety Committee</p>	<p>To facilitate communication and consultation within the College, the College has formed a WHS Committee, the membership of which is determined by the Executive Team and comprises designated representatives from all areas of the College. Particular attention is given to those areas assessed as higher risk. This Committee meets on a regular basis and is chaired by a member of the Executive on a rotational basis. The detailed duties of the WHS Committee are detailed can be found on Inside View.</p>

	<p>WHS Committees bring together workers and management to assist in the development and review of health and safety policies and procedures for the workplace. The WHS Committee must meet at least every term and at any other reasonable time at the request of the members.</p>
<p>Training</p>	<p>The College will endeavor to provide necessary information, instruction, training and supervision to ensure that workers are able to perform their roles safely. The College will assess the training needs of all workers as part of the risk management strategy.</p> <p>The College will establish a profile, where appropriate, of the skills and knowledge required by employees, contractors and volunteers at the College. This profile will be developed by Heads of Faculty and managers and defined in the Position Descriptions and discussed at annual review.</p> <p>The Executive and Leadership Team, Heads of Faculty and managers will be responsible for identifying skills and knowledge gaps of workers and developing a training strategy to meet these training needs. Record of attendance at training is to be stored on the Staff Database and maintained by the Staff Services Department.</p> <p>Training needs will be reviewed on an annual basis.</p>
<p>Professional Learning</p>	<p>The College will develop and maintain professional learning programs to ensure that all workers are able to perform their roles safely. Training may be in the format of “toolbox talks”, on the job training, or formal training presentations etc. Training topics may include:</p> <ul style="list-style-type: none"> / Induction training (following) / WHS Legislation / Hazardous substances and chemical handling / Risk management (Hazard identification, risk assessment and risk control) / Manual handling / Food safety

	<ul style="list-style-type: none"> / Office ergonomics / Safe work procedures / Emergency procedures and evacuation / First aid / Compulsory certifications where appropriate e.g. frontend loader licence
Induction Procedure	<p>All new employees, contractors (site supervisor only), and others will have an induction before commencing any duties with the College. This is a formal process. It is the responsibility of the supervisor of the new employee or contractor, to ensure induction has taken place. The Dean of Staff is responsible for the coordination of this process.</p>
Ongoing Review	<p>At the commencement of each calendar year, details of the WHS Program are to be reviewed by all staff.</p>
Risk Management and Process Control	<p>The College has risk management techniques to ensure that all workplace hazards and associated risks have been appropriately identified, assessed and controlled.</p> <p>This is to be achieved by:</p> <ul style="list-style-type: none"> / Establishing a register of hazards and associated risks for each work area/department. / Undertaking risk management activities in consultation with staff. / Training all employees in the risk management/procedure. / Training of staff in safe work procedures associated with managing hazards.
Risk Management Plan	<p>Utilising the procedures identified in the College Risk Management Framework, the College has established a register of all known risks and hazards to its operation, both Strategically and Operationally. This information is presented in the SIC Risk Management Plan. The Risk Management Plan is reviewed annually.</p>

<p>Work Health and Safety Program</p>	<p>As a result of the Risk Identification and Control process, the College follows a number of policies and procedures as part of the WHS Program designed to create a healthy and safe environment.</p> <p>The WHS Program is available on Inside View.</p>
<p>Work Place Safety Reviews and Hazard Identification</p>	<p>The College will use the following methods to identify hazards:</p> <ul style="list-style-type: none"> / All employees are encouraged to identify and report any hazards to the Maintenance Team using the FIXIT Property System and the Workplace Hazard Report as part of the College Assurance. / The WHS Committee will also review the Quarterly Incident Log from the College Assurance. / Workplace Inspections are set on a regular basis and automated reminders and checklists are sent via Assurance to all staff members responsible.

APPENDIX A: WORK HEALTH AND SAFETY COMMITTEE OPERATION

<p>Work Health and Safety Committee Terms of Reference</p>	<p>To comply with the Work Safe Act and facilitate communication and consultation within the College on safety related issues, the College has formed an WHS Committee to ensure all staff and students are adequately represented and to focus attention on areas within the College where there is a greater level of risk associated with its operation.</p>
<p>The Role of the WHS Committee is to:</p>	<ul style="list-style-type: none"> / facilitate cooperation between the College and workers in instigating, developing and carrying out measures designed to ensure the workers' 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; / advise the Executive and Leadership Team on the policy and procedural frameworks needed to ensure that the College discharges its obligations in relation to WHS; / assist the College in developing, implementing and reviewing a Work Health and Safety Management System; / review all accident and incident reports to determine corrective action to prevent recurrence; and / represent the views and concerns of the staff and students in regard to safety related issues in their respective workplaces.
<p>Structure</p>	<p>The WHS Committee is to meet at least once per term throughout the course of the year. Sub-committees are to be formed to address specific issues and are to meet as often as necessary and in accordance with the priority of the issue. The Committee is to be chaired by a member of the Executive on a rotational basis who is empowered to task members of the Committee in relation to the resolution of WHS issues within the College.</p> <p>The Committee is to comprise the following members of staff:</p>

	<ul style="list-style-type: none"> / Executive Team (Chairman) / Head of Risk and Compliance / Compliance Officer / Assistant to Co-Curriculum (Secretary) / Maintenance Foreman / Head of Sport / Administration and Operations / Facilities, Gardens and Grounds / Mirrabrook / Staff member representing students / Staff member representing teaching and learning / Health Centre Supervisor / Deputy Head Regis / Regis Staff Representative / Boarding Representative
<p>Committee Member Responsibilities (Members)</p>	<p>Whilst responsibility for WHS remains with the Executive of the College, it relies heavily upon the input from the Members in order that safety related matters can be dealt with as they arise.</p> <p>Members should not wait until the next Committee Meeting to raise matters but should do so as soon as possible so that appropriate action can be taken.</p> <p>Each Member should follow these guidelines:</p> <ul style="list-style-type: none"> / Inspect their area on a regular basis and to ask staff in these areas to report matters of concern that fall into the WHS ambit. The Member must apply judgement and decide if the matter requires urgent attention or should be considered by the Committee. / If a matter is related to the need for urgent repairs or maintenance the matter should be reported immediately to the Maintenance Team. These matters should not wait until the next Committee meeting and should only be raised there if they are not fixed within a reasonable timeframe. / If a matter is urgent but not related to repairs and maintenance, the matter should be reported immediately to the Head of Risk and Compliance. These matters

	<p>should not wait until the next committee meeting and should only be raised there if they are not fixed within a reasonable timeframe.</p> <ul style="list-style-type: none"> / If an issue is reported to the Member, and the issue falls under the ordinary responsibility of the Member (ie a Head of Faculty responsibility) and does not have wider implications outside of the immediate workplace, the Member is to deal with the issue. The issue and actions taken is to be reported to the next Committee meeting. / If raising an issue to the Committee, the Member should prepare information for consideration. This information should include a description of the issue, the implications, people who will be affected, possible solutions and any other factors that should be taken into account when resolving the issue. / Where necessary, the Chairman of the WHS Committee will task a Member to undertake further research and to recommend a solution and policy for the Committee's consideration. The allocated task will have specified timeframes for resolution. Once the Committee has agreed the recommended solution, this is to be presented to the Strategic Team for consideration.
<p>Approval and Monitoring of WHS Policies</p>	<p>All new WHS Policies and recommended changes to existing policies must be reviewed by the Executive Leadership Team and approved by the Principal.</p> <p>Minutes from the WHS Committee meetings are to be distributed to the Executive Leadership Team.</p>

Accountabilities

<p>Responsible Officer</p>	<p>Director of Operations</p>
<p>Contact Officer</p>	<p>Head of Risk and Compliance</p>

Supporting Information

Relevant Legislation	<p>This Policy supports the College's compliance with the following legislation and instruments:</p> <ul style="list-style-type: none"> / WHS Act 2011 / WHS Regulation 2011
Relevant College Policies	<p>The following policies of the College must be considered in relation to:</p> <ul style="list-style-type: none"> / Emergency Plan / Incident Management and Reporting Policy / Risk Management Framework / Visitor Policy
Related Procedures	<ul style="list-style-type: none"> / Incident Management and Reporting Procedures
Superseded Documents	<p>Nil</p>

Definitions and Acronyms

Due diligence	<p>Includes taking all reasonable steps to:</p> <ul style="list-style-type: none"> / acquire and keep up-to-date, knowledge of work health and safety matters; / gain an understanding of the nature of the operations of the College generally, and of the hazards and risks associated with those operations; / ensure that the College 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 school's operations; / ensure that the College has appropriate processes for receiving and considering information regarding incidents, hazards and risks and responding in a timely way to that information; / ensure that the College has, and implements, processes for complying with any duty or obligation of the person conducting the business or undertaking under the Act; / verify the provision and use of the resources and processes referred to above.
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Hazard	An object or situation that has the potential to harm a person, the environment or cause damage to property.
Health	Health is defined in the WHS Act as both physical and psychological health.
Incident	Any unplanned event resulting in, or having a potential for injury, ill health, damage or other loss.
Injury	Any physical or mental damage to the body caused by exposure to a hazard.
Officer	A person who makes, or participates in making, decisions that affect the whole or a substantial part, of the College's operations. For the College, this means the Executive Team. Officers must exercise 'due diligence' to ensure that the College complies with its health and safety obligations under the Work Safe Act.
Person Conducting a Business or Undertaking (PCBU)	The entity responsible for ensuring that as far as is reasonably practicable, the health and safety of staff, students and contractors engaged to undertake work and studies, and to ensure that the health and safety of other persons is not put at risk from the work carried out as part of the conduct of the PCBU. In Saint Ignatius' College, Riverview's case, the College is the PCBU.
Risk	The likelihood and consequence of the occurrence of injury, illness and harm.
Reasonably Practicable	<p>That which may reasonably be done in the circumstances. This means that workers must satisfy the duties as far as they are reasonably able to, taking into account and weighing up all relevant matters, including:</p> <ul style="list-style-type: none"> / likelihood of the relevant hazard or risk occurring; / degree of harm; / that might result from the hazard or risk; / what the person knows, or ought reasonably to know, about the hazard or risk and the ways of eliminating or minimising the risk; <p>availability and suitability of ways to eliminate or minimise the risk.</p> <p>Only after assessing these matters can the cost of eliminating or minimising the risk be taken into account, including whether the cost is grossly disproportionate to the risk.</p>

Staff	All teaching, support and other staff members, collectively or individually depending on context. For the sake of brevity and as in common spoken parlance, the word 'staff' is generally used throughout this and related documents in place of 'staff members'.			
Workers	All staff, students, visitors, volunteers, contractors engaged by the College, whilst on the premises or conducting a business or undertaking on behalf of the College.			
Workplace	Defined under the Act broadly to include any place where work is carried out for a business or undertaking and includes any place where a worker goes, or is likely to be, while at work. In the College's case, this applies to the College grounds including playing fields, both at the College and at other schools and grounds where school teams are playing, competing or training. It also covers the areas visited during official College excursions anywhere in the world.			
Revision History				
Version	Approved by	Approval date	Effective date	Sections modified
1.0	Compliance Officer		15 January 2021	Nil