ALL HALLOWS' SCHOOL
A Ministry of Mercy Partners

547 Ann Street, Brisbane Qld 4000
Telephone: (07) 3831 3100
Email: admin@ahs.qld.edu.au
Web: www.ahs.qld.edu.au

POLICY ON WORK HEALTH AND SAFETY

1. Reflection Material

1.1 All Hallows' School Mission Statement
1.2 All Hallows' School Strategic Plan

2. Rationale

All Hallows' School is committed to providing a safe working and operating environment that complies with relevant Work Health and Safety (WH&S) legislation. The *Work Health and Safety Act 2011* (Qld), defines health as including psychological and physical health. This policy provides a framework for managing the health and safety of persons to whom this policy applies.

3. Definitions

An **employee** is any person who is employed by the school, on a temporary, casual, part-time, fixed term or continuing basis pursuant to a contract of employment. In this context, the term 'employees' does not include independent contractors and employees of labour-hire companies. An employee is captured by the meaning of 'worker' for WH&S purposes. The school acknowledges that there is a duty, as defined by legislation, to ensure safety for persons in the workplace.

Duty Holder means any person who owes a duty as defined by the *Work Health and Safety Act 2011*. It includes employees, independent contractors, pre- service teachers and work experience placement students, visiting students, visitors, volunteers, other members of the school community, suppliers, labour hire and contractors.

An **independent contractor** is any person who is engaged by the school to provide a service or perform work in accordance with the terms of their contract or agreement. An independent contractor is responsible for providing their own equipment, tools or other assets required to perform the work. The contractor takes responsibility for the work they perform and how they perform that work.

Illness or **injury** refers to an illness or injury, whether physical or psychological.

Pre-service teachers are university students who complete teaching placements at the school as part of their tertiary education studies.

School means All Hallows' School Limited and its controlled and associated entities,

including, but not limited to, the All Hallows' School Parents and Friends Association, the Catherine McAuley Bursary Trust, the All Hallows' Foundation, parent support groups, Past Pupils' Association and any other member or members of the school community.

School Community – comprises parents, caregivers, past pupils, volunteers, step-parents, relatives, extended family, visitors, friends, supporters, carers and invitees of the school, when in the school environment (both physical and digital) or when attending any school related function or activity at any other location.

Student means a current student of the school. The definition also includes Visiting Students, being any student from another school who is visiting the school campus.

Visitor - a member of the public who has a legitimate reason to visit the school for a short period of time.

Volunteer is a person who performs a service or work, willingly and without being forced or paid to do it and without a contract of employment. A volunteer cannot have unsupervised responsibility for ensuring the school's duty of care to all students is upheld.

WH&S Procedure refers to the school's Work Health and Safety Procedure which documents the school's work health and safety systems and procedures, including risk assessments, the responsibilities of managers, employees, independent contractors, visitors, and duty holders, the role of the school's Work Health and Safety Committee and other activities that collectively enable the school to actively identify, assess, control and manage work health and safety risks in consultation with our employees and other duty holders.

4. Scope

This policy applies to all persons while attending the school campus or working for the school in off-campus locations, including all duty holders.

5. Policy

5.1 This policy applies differently to different duty holders.

5.2 Irrespective of the duty holder's responsibility, all duty holders, employees, volunteers, visitors and students must discharge their duty by acting in a way that is consistent with their duty, to ensure their safety and the safety of others, as far as reasonably practicable.

5.3 In respect of any person inducted into the operation of this policy, they must:

5.3.1 Understand this policy and seek clarification from management where required.

5.3.2 Identify and report hazards and factors that may impact an employee's, duty holder's or other person's physical and psychological health and safety at the school.

5.3.3 Consider this policy while completing work-related duties and at any time support fellow employees and duty holders in their awareness of this

policy.

5.3.4 Support and contribute to the school's aim of providing a physically and mentally healthy and safe workplace for all.

5.3.5 Take reasonable care for their own health and safety.

5.3.6 Take reasonable care that their acts or omissions do not adversely impact the health and safety of others.

5.4 All duty holders must comply with the statutory requirements of legislation. Further, any employee, volunteer, student and person inducted into this policy must comply strictly with the terms outlined in this document and supporting documents, as amended from time to time.

5.5 In accordance with its legislative obligations, the school will ensure, as far as reasonably practicable, the workplace is safe and without risk to others' health by:

5.5.1 Providing and maintaining a physically and psychologically safe, respectful, and inclusive workplace environment.

5.5.2 Undertaking risk management, from time to time, to actively identify, eliminate, minimise, and/or manage workplace hazards and risks.

5.5.3 Providing and maintaining safe plant and equipment, structures, and safe systems of work, including safe handling and use of substances.

5.5.4 Building and maintaining a positive and supportive environment and culture that protects from psychological injury.

5.5.5 Consulting with employees and volunteers to enhance the effectiveness of the Work Health and Safety (WH&S) Procedure.

5.5.6 Increasing workers' knowledge, skills and capabilities to be resilient at work and facilitating workers' participation in a range of initiatives that contribute to a mentally healthy and safe workplace.

5.5.7 Taking reasonable and proportionate steps to eliminate, as far as possible, discrimination on the basis of all protected attributes, as well as sexual harassment, harassment on the basis of sex and other objectionable conduct. .

5.5.8 Providing and maintaining emergency procedures and other information, training, instruction and/or supervision necessary to protect duty holders and other persons from risks to their health and safety arising from the school's activities.

5.5.9 Supporting employees' return to work following Illness or Injury.

5.5.10 Undertaking regular reviews of WH&S procedures and systems to ensure the health of employees and volunteers and conditions of work for the purpose of preventing illness or injury arising from their work activities.

6. Related Policies, Legislation and Procedures

6.1 Work Health and Safety (WHS) Act 2011

6.2 Work Health and Safety (WHS) Regulation 2011 and Codes of Practice

6.3 Work Health and Safety (WH&S) Procedure

6.4 Policy on Work Wellbeing

6.5 Work Wellbeing Framework

6.6 Employees Code of Conduct
6.7 Policy on Workplace Bullying and Unlawful Discrimination
6.8 Policy on Workplace Sexual Harassment and Unlawful Related Behaviour
6.9 Sexual or Gender-based Harassment Prevention and Response Plan
6.10 Policy on Workplace Rehabilitation

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