



WORK HEALTH AND SAFETY POLICY

Adopted By:	D. Darling		
Adopted date:	October 2023	Review Date:	October 2024

POLICY CONTROL HISTORY

Date:	Reviewed by:	Amendments/ Reviews:
April 2022	D Darling	Removed existing OSH Policy and replace with new WHS Policy updated to new WHS Act and Regulations adopted by WA 31 March 2022.

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1. Purpose

Atlantis Beach Baptist College is committed to provide and maintain a safe and healthy work environment for Staff, Students, Visitors and Contractors within its workplaces in accordance with legislative obligations.

2. Scope

This policy applies to all school workers, students, and visitors at Atlantis Beach Baptist College facilities and activities.

The Policy is referenced to the Work Health and Safety (WHS) Act and Regulations. In the event of ambiguity, the WHS Act and Regulations take precedence in interpreting Work Health and Safety issues.

3. Policy Statement

Atlantis Beach Baptist College is committed to providing a safe and healthy workplace, by safe working methods, and the provision of safe equipment and by eliminating or reducing risk.

This policy sets out the responsibilities of the College and its workers with the aim that together we can keep the workplace safe and productive.

The Work Health and Safety Act 2020 (the WHS Act), together with Work Health and Safety Regulations 2022 (the Regulations), are the principal legislation governing Work Health and Safety in Western Australian workplaces.

4. Definitions (As per the WHS Act)

Person Conducting a Business or Undertaking (PCBU) WHS Act s.5

A person conducts a business or undertaking whether the person conducts the business or undertaking alone or with others; and whether or not the business or undertaking is conducted for profit or gain. These are the decision makers within the organisation.

Worker WHS Act s. 7

A Person who is currently a worker at Atlantis Beach Baptist College. This includes an employee, contractor, subcontractor, labour hire, volunteers and work experience.

Health

Health means physical and psychological health.

Hazard

Anything that has the potential to cause injury or illness.

Risk

The chance of something happening that can cause an accident, injury or harm and is measured in terms of consequence and likelihood.

Health and Safety Committee (HSC) WHS Act s. 75-79

A committee comprising PCBU and workers that has been established under the WHS Act to monitor health and safety issues in a workplace. Must not consist of more than 50% PCBU.

Health and Safety Representative (HSR) WHS Act s. 68

An employee who has been duly elected under the WHS Act to represent other workers in the interests of health and safety at the workplace for which they were elected.

Workplace

Any place where workers are, or likely to be, during the course of their work. This includes attendance at off-site locations during the course of their work.

5 Duties and Procedures

5.1 PCBU

Duties of the PCBU WHS Act s.19

The PCBU has the Duty of Care (WHS Act s.19) and must exercise Due Diligence (WHS Act s. 27) as far as is reasonably practicable in attending their duties.

The PCBU will

- ensure the health and safety of workers while the workers are at work in the business or undertaking.
- provide and maintain safe plant and structures,
- provide and maintain safe systems of work,
- provide safe use, handling and storage of plant, structures, and substances,
- provide adequate facilities for the welfare of workers at work,
- provide any information, training, instruction, or supervision that is necessary to protect all persons from risks to their health and safety arising from their work,
- see that the health of workers and the conditions at the workplace are monitored for the purpose of preventing illness or injury of workers arising from the conduct of the business or undertaking.

5.2 Workers

Duties of Workers WHS Act s. 28

Workers will:

- take reasonable care for their own health and safety at work,
- avoid adversely affecting the health and safety of others at work,
- follow all instructions and safe working procedures established to protect their safety and that of others,
- wear personal protection equipment as required, and
- Cooperate with any reasonable policy or procedure of the PCBU relating to health and safety at the workplace that has been notified to workers.

5.3 Health and Safety Representatives (HSR) WHS Act s. 68

PCBU will:

- facilitate requests by workers to elect health and safety representatives and
- provide the necessary time for health and safety representatives to attend introductory and ongoing relevant training,
- provide the necessary time for health and safety representatives to discharge their functions under the WHS Act,
- Provide any information, records, or incident reports (as long as they do not identify another person) as requested by the HS Representative,
- consult with health and safety representatives, committees, and other workers at the workplace in order to resolve work health and safety issues, where they arise.

Functions of the HS Representative

- to represent workers in matters relating to work health and safety,
- to monitor measures taken by the PCBU in compliance with the WHS Act in relation to the workers,
- to investigate complaints from workers relating to health and safety,
- Inquire into anything that appears to be a risk to the health and safety of workers arising from the conduct of the business or undertaking,
- to inspect the workplace at any time, giving reasonable notice to the PCBU or
- at any time without notice in the event of an incident or any situation involving a serious risk to the health and safety of a person emanating from an immediate or imminent exposure to a hazard.
- to issue a Provisional Improvement Notice (PIN) if consultation on a health and safety issue is not resolved. Only a suitably trained HSR can issue a PIN.
- to direct a “cessation of work” in the event of a serious risk to the health and safety of a person emanating from an immediate or imminent exposure to a hazard. Only a suitably trained HSR can direct a “cessation of work.”

5.4 Health and Safety Committee (HSC) WHS Act ss.75-79

PCBU will:

- facilitate requests by workers to form a health and safety committee,
- provide the necessary time for health and safety committee to meet to discharge their functions under the WHS Act, and
- consult with health and safety committees, and other workers at the workplace in order to resolve work health and safety issues, where they arise.

Functions of a Health and Safety Committee WHS Act s.77

- to monitor compliance with work health and safety in the workplace.
- to facilitate cooperation between the PCBU and workers in instigating, developing, and carrying out measures designed to ensure the workers’ health and safety at work,
- to assist in developing standards, rules, and procedures relating to health and safety that are to be followed or complied with at the workplace,
- any other functions prescribed by the regulations or agreed between the PCBU and the committee in relation to health and safety in the workplace..

5.5 Consultation, Cooperation and Coordination WHS Act ss. 46-49

- We recognise that worker consultation and participation in our safety system is vital and improves decision making about health and safety matters in the workplace. Consultation is also included in the process of risk assessments and the development of our safe work practices.
- Workers shall be actively involved in the workplace safety system. Suggestions for change and improvements to policies, procedures or safe work practices are encouraged, through reporting to management. Meetings to consult and inform workers on safety issues shall be conducted through staff meetings, as regularly as is necessary.
- Workers shall be made aware of safety issues relating to their jobs on a regular basis. The manner of doing so will vary depending upon the type of information to be conveyed.
- We expect our workers to be committed to working with the PCBU in order to effectively manage health and safety on the job. Workers are encouraged to contribute to decisions that may affect their health and safety in the workplace, through contact with management and staff meetings.

5.6 Risk Management WHS Act s.17, WHS Regs Chpt 3

Risk Management is an integral part of a work health and safety system. The WHS Act s. 17 requires a duty holder to eliminate risks to health and safety so far as is reasonably practicable, or if not to minimise those risks so far as reasonably practicable. (WHS Act s.18 defines what is reasonably practicable.)

18. What is reasonably practicable in ensuring health and safety

In this Act —

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 —

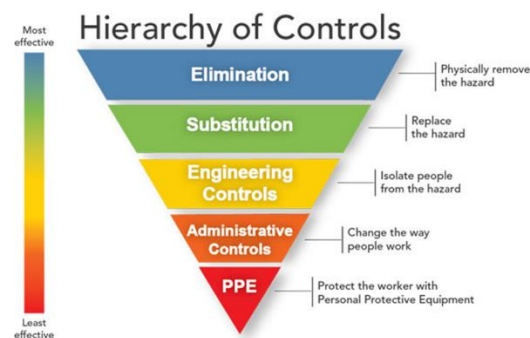
- (a) the likelihood of the hazard or the risk concerned occurring; and
- (b) the degree of harm that might result from the hazard or the risk; and
- (c) what the person concerned knows, or ought reasonably to know, about —
 - (i) the hazard or the risk; and
 - (ii) ways of eliminating or minimising the risk;and
- (d) the availability and suitability of ways to eliminate or minimise the risk; and
- (e) 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.

Risk Management process

- Identify the hazard.
- Assess the risk against the likelihood of it occurring and the consequences it may cause using the risk assessment matrix.

		Severity of the potential injury/damage				
		1	2	3	4	5
Likelihood of the hazard happening						
	Almost Certain 5	5	10	15	20	25
	Will probably occur 4	4	8	12	16	20
	Possible occur 3	3	6	9	12	15
	Remote possibility 2	2	4	6	8	10
	Extremely Unlikely 1	1	2	3	4	5

- Design control measures to reduce the risk using the hierarchy of controls.
- No risk in the High to Extreme categories is an acceptable risk and must have monitored controls to reduce the risk to an acceptable risk.



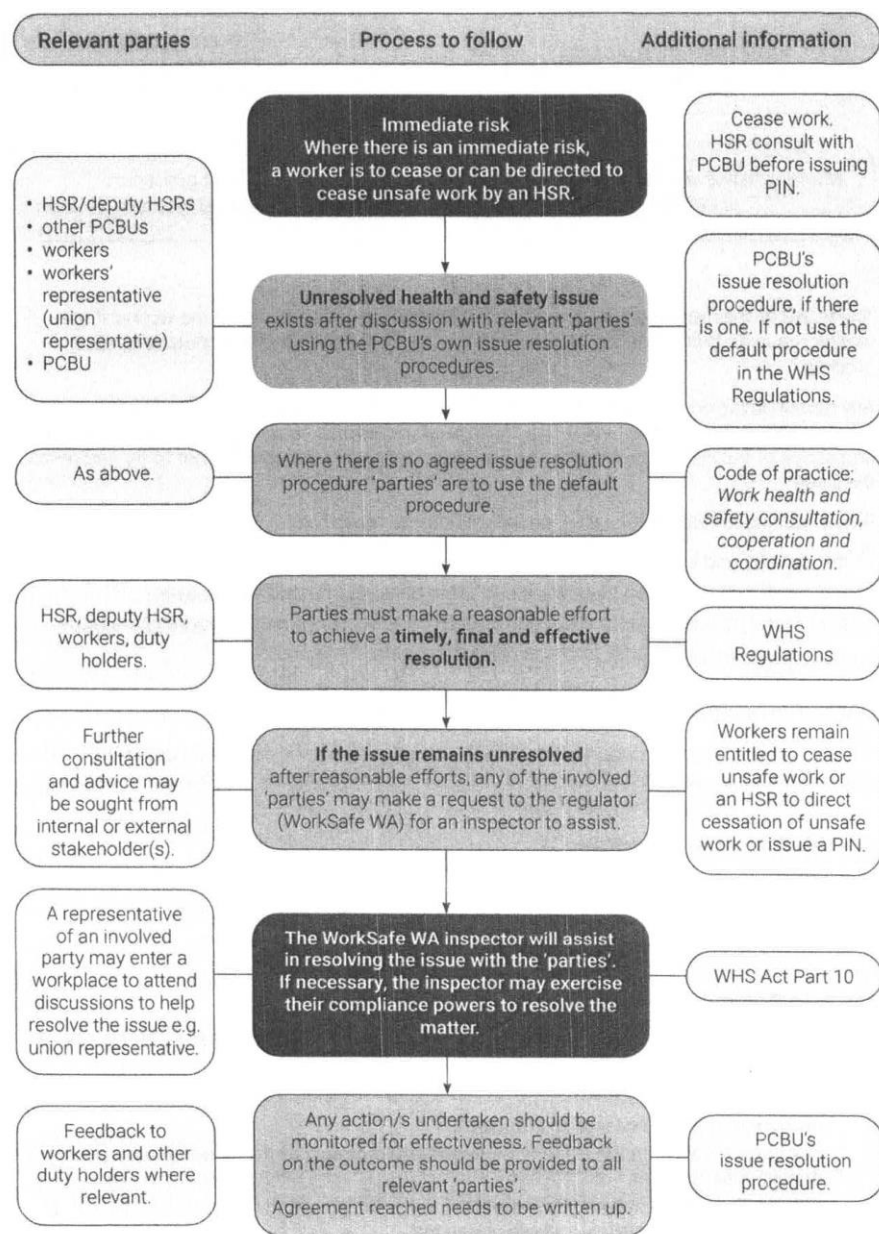
- Monitor the Control measures for effectiveness.
- Record the process on a risk register.
- Review over time.

5.7 Resolution of Workplace Issues WHS Act ss, 80-82

WHS Regulations outline the default procedure for issue resolution in Chapter 2, part 2.2.

The default process requires:

- All parties to be informed there is an issue to be resolved and the nature and scope of the issue.
- The involved parties must meet or communicate to resolve the issue.
- Certain matters to be taken into account.
- Any party involved in the issue to be represented or assisted by a nominated person if they chose to do so.
- The details of the issue and its resolution to be put in writing to the satisfaction of all parties involved in the issue where requested.
- A copy of the written agreement to be provided to:
 - Parties to the issue (eg Unions, Employer organisations)
 - If requested, the workplace's health and safety committee.



5.7.1 Worksafe Inspectors can issue Improvement / Prohibition notice WHS Act ss.191-197

PCBU will:

- advise the Executive Officer of Australian Baptist Education (ABE) when an improvement or prohibition notice has been issued.
- An improvement/prohibition notice states the reasons for the inspector issuing the notice and must include a reference to a specific regulation or provision of the Act.
- Send a copy of the improvement/prohibition notice to the ABE Property Manager.

5.7.2 Provisional Improvement Notice (PIN) WHS Act ss. 90-102

PCBU will:

- advise the Executive Officer of Australian Baptist Education (ABE) when an PIN has been issued.

- A PIN is like an improvement notice but is provisional and can be issued when a trained HSR forms the opinion that a breach of the WHS Act or Regulations is occurring and has not been remedied.
- Send a copy of the PIN to the ABE Property Manager when a PIN has been issued.

6 Related Documentation

6.1 Related Legislation and Standards

- *Work Health and Safety Act 2020 (WA)*
- *Work Health and Safety Regulations 2022 (WA) General*
- *AS/NZS ISO 45001:2018 Occupational health and safety management systems*
- *AS ISO 31000:2018 Risk Management - Guidelines*

6.2 WHS Regulator

WorkSafe WA DIMRS

1/303 Sevenoaks St, Cannington WA 6107

Phone 1300 307 877

6.2 Related Policies

- Risk Management Policy (recommend to absorb into WHS Policy)
- Emergency Procedure's Policy.
- Student Management Policy.
- Child Protection Policy.
- Staff Code of Conduct.
- Excursions / Camps / Sports (Duty of Care)