

***WORKPLACE HEALTH AND SAFETY
(SCHOOLS AND NON-SCHOOL
MINISTRIES)***

POLICY 14



**St Francis Xavier Province of the
Christian Brothers
(Queensland and Northern Territory)**

MAY 2002

***EDMUND RICE EDUCATION DIRECTORATE
INDOOROOPILLY***

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1. INTRODUCTION

The Workplace Health and Safety Act 1995 places a duty of care on the Trustees of the Christian Brothers (Queensland and NT) as employer to ensure the health and safety of all employees and non employees, i.e. students, visitors, volunteers and members of the public, who use the schools/workplaces. This places a significant obligation on all Principals/Co-ordinators and supervisors to incorporate workplace health and safety as part of their overall management function. The Act also places an obligation on employees and non-employees to act responsibly and perform duties associated with their work in accordance with instructions and standards applied by the Christian Brothers and the relevant Regulations or Codes of Practice.

2. PURPOSE

The purpose of this policy is to enable the Trustees of the Christian Brothers (Queensland) ("the employer") as employer to comply with its obligations pursuant to the *Workplace Health and Safety Act 1995* and to provide a framework whereby the employer may encourage and assist its employees to comply with their obligations pursuant to the *Workplace Health and Safety Act 1995* as well as contractors, external customers and members of the public.

The policy is also designed to assist and facilitate the formulation of appropriate conditions, work practices, information, education and supervision to enable staff and students to work in a risk free, safe and healthy workplace.

3. SCOPE

This policy applies to all employees of the employer, including those employed within Edmund Rice Schools, Ministries or Initiatives and the Xavier Province Centre, except where that school, ministry, initiative or centre has a Workplace Health and Safety Policy which is not inconsistent with this policy.

4. POLICY

- 4.1 The employer will consult with staff to foster cooperation and develop partnerships between management and staff to ensure workplace health and safety of staff and students.
- 4.2 This consultation will underpin the strategy of the employer in achieving workplace health and safety at the workplace level.

5. LEGAL REQUIREMENTS

- 5.1 Workplace Health and Safety Act 1995; and
- 5.2 Workplace Health and Safety Regulation 1995.

6. POLICY

6.1 Province Workplace Health and Safety Co-ordinator

- 6.1.1 The Province shall appoint a Province Workplace Health and Safety Co-ordinator (Br Brian Saward cfc is the current Workplace Health and Safety Co-ordinator).
- 6.1.2 The Co-ordinator shall:
 - 6.1.2.1 conduct workplace health and safety audits of all workplaces within the Province;
 - 6.1.2.2 provide a written report of the audit to the Principal/Co-ordinator of a ministry;
 - 6.1.2.3 provide a copy of reports to the Province Building Committee;

- 6.1.2.4 provide a copy of reports of school workplaces to the College Board and to the Director, Edmund Rice Schools;
- 6.1.2.5 provide in-service and training for staff of the Province, in particular, workplace health and safety representatives;
- 6.1.2.6 provide advice to workplace health and safety representatives; and
- 6.1.2.7 establish networks with individuals and organizations with expertise within the field of workplace health and safety.

6.2 Workplace Health and Safety Representatives

- 6.2.1 The employer will ensure that the workers at each workplace (whether that be a College, Ministry or initiative or the Xavier Province Centre) elect a workplace health and safety representative and shall facilitate such an election at the request of staff. The employer shall then display in a conspicuous place a notice advising the identity of each workplace health and safety representative for the workplace.
- 6.2.2 The employer will negotiate with the workers of each workplace on the following matters.
 - 6.2.2.1 The number of Workplace Health and Safety Representatives in the workplace.
 - 6.2.2.2 The extent to which the employer will facilitate the election of one or more Workplace Health and Safety Representatives of the workplace.
 - 6.2.2.3 If there is to be more than one Workplace Health and Safety Representative - each representative's area of representation.
 - 6.2.2.4 The intervals at which the Workplace Health and Safety Representative is entitled to conduct inspections.
 - 6.2.2.5 Access by the representative to training designed to help the representative in the exercise of the representative's entitlement.
- 6.2.3 The employer will consult the Workplace Health and Safety Representative about any proposed changes to the workplace or the plant or substances used at the workplace that either affect or may affect the workplace health and safety of persons of the workplace.
- 6.2.4 The employer will keep the Workplace Health and Safety Representative or representatives at the workplace advised of the following.
 - 6.2.4.1 Any work injury, work caused illness or dangerous event happening in the workplace.
 - 6.2.4.2 Any proposed changes to the workplace or plant or substances used at the workplace that affect or may affect the workplace health and safety of persons at the workplace.
 - 6.2.4.3 The workplace health and safety of persons at the workplace.
 - 6.2.4.4 The presence of an inspector at the workplace if the representative is at the workplace.
 - 6.2.4.5 A notice given by an inspector about a matter.
- 6.2.5 The employer will allow the Workplace Health and Safety Representative or representatives of the workplace to:
 - 6.2.5.1 inspect the workplace or part of the workplace within the representative's area of representation;
 - 6.2.5.2 tell the representative of any work injury, work caused illness or dangerous event happening at the workplace;

- 6.2.5.3 in the event that a workplace incident has happened and the employer wishes to interview a worker about the incident, to be present at the request of the worker to be interviewed;
- 6.2.5.4 review circumstances surrounding work injuries, work caused illnesses and dangerous events advised to the representative by the employer;
- 6.2.5.5 advise the employer of results of any review and to allow the representative to make recommendations arising out of the review;
- 6.2.5.6 help in the resolution of workplace health and safety issues within the representative's area of representation;
- 6.2.5.7 report orally or in writing to the employer or the employer's workplace health and safety officer any issue, that in the representative's opinion, affects or may affect the workplace health and safety of persons of the workplace;
- 6.2.5.8 seek the employer's cooperation in remedying any issue and if the issue is not remedied to the representative's satisfaction to allow the representative to report the issue to a workplace health and safety inspector;
- 6.2.5.9 report orally or in writing to an inspector an issue that:
 - a) has been reported previously to the employer or Workplace Health and Safety Officer; and
 - b) has not been satisfactorily remedied within a reasonable time;
- 6.2.5.10 ask the employer to establish a Workplace Health and Safety Committee for the workplace;
- 6.2.5.11 be a member of the Workplace Health and Safety Committee for the workplace; and
- 6.2.5.12 exercise any other entitlement prescribed under the Workplace Health and Safety Regulation 1995.

6.3 **Workplace Health and Safety Committee**

- 6.3.1 The employer will, if requested by the Workplace Health and Safety Representative/s, establish a workplace health and safety committee for the workplace.
- 6.3.2 The primary function of the Workplace Health and Safety Committee is to assist cooperation between the employer and the workers in developing and carrying out measures to ensure workplace health and safety at the workplace.
- 6.3.3 The members of such committee shall be the Workplace Health and Safety Officer and Workplace Health and Safety Representative/s and such other members negotiated between the employer and the workers provided that committee members must be either an employer or a worker at the workplace and further provided that half the committee members must be workers other than the workers nominated by the employer as its representative or representatives.
- 6.3.4 The meetings of the Workplace Health and Safety Committee are to be held at times which the committee itself decides and at which times are negotiated between the employer and the committee provided that the committee may meet during normal working hours at the workplace and provided further that the committee must meet at least once every three months and further provided the committee must meet when asked to do so by the member who is the Workplace Health and Safety Officer.
- 6.3.5 The proceedings at meetings of the Workplace Health and Safety Committee may be conducted in a way in which the committee itself decides.
- 6.3.6 The employer will allow the Workplace Health and Safety Committee to give information and advice to the employer about workplace health and safety.

- 6.3.7 The Workplace Health and Safety Committee may discharge functions by:
- 6.3.7.1 encouraging and maintaining at the workplace an active interest in workplace health and safety;
 - 6.3.7.2 considering measures for training and educating persons at the workplace about workplace health and safety issues;
 - 6.3.7.3 telling workers about the formulation, review and distribution (in appropriate languages) of standards, rules and procedures about workplace health and safety at the workplace;
 - 6.3.7.4 reviewing the circumstances surrounding work injuries, work caused illnesses and dangerous events referred to the committee for review;
 - 6.3.7.5 telling the employer of the results of the review and making recommendations arising out of the review; and
 - 6.3.7.6 helping in the resolution of issues about workplace health and safety of the workplace.

6.4 **Workplace Health and Safety Officer**

- 6.4.1 The employer will appoint a qualified person being one who holds a certificate of the kind referred to in section 92 of the Workplace Health and Safety Act 1995 as Workplace Health and Safety Officer for the workplace.
- 6.4.2 The employer will display a notice advising the identity of the Workplace Health and Safety Officer at the workplace.
- 6.4.3 The functions of the Workplace Health and Safety Officer shall be to:
- 6.4.3.1 tell the employer about the overall state of health and safety at the workplace;
 - 6.4.3.2 conduct inspections at the workplace to identify any hazards and unsafe or unsatisfactory workplace health and safety conditions and practices;
 - 6.4.3.3 report to the employer any hazard or unsafe or unsatisfactory workplace health and safety practice identified during inspections;
 - 6.4.3.4 establish appropriate educational programs in the workplace in workplace health and safety at the workplace;
 - 6.4.3.5 investigate or assist the investigation of all work injuries, work caused illnesses and dangerous events at the workplace; and
 - 6.4.3.6 help inspectors in the performance of the inspector's duties.
 - 6.4.3.7 report the injury, illness, event or risk to the employer in the event that any work injury, work caused illness, dangerous event or immediate risk to the workplace health and safety of persons occurs at the workplace;
 - 6.4.3.8 perform such other function as may be prescribed pursuant to the Workplace Health and Safety Regulation 1995.
- 6.4.4 The employer will:
- 6.4.4.1 provide to the Workplace Health and Safety Officer information which may be in the employer's possession about the risks to workplace health and safety from the workplace itself, workplace activities or specified high risk plant to the workplace health and safety officer;

- 6.4.4.2 include the Workplace Health and Safety Officer at any interview about workplace health and safety between the employer and a worker provided the worker agrees;
 - 6.4.4.3 consult the Workplace Health and Safety Officer on any proposed change to the workplace that affects or may affect the workplace health and safety of the workplace; and
 - 6.4.4.4 help the Workplace Health and Safety Officer to seek appropriate advice on issues that affect or may affect workplace health and safety at the workplace.
- 6.4.5 The employer may instruct the Workplace Health and Safety Officer on action to be taken to ensure the workplace health and safety of persons at the workplace.

7. RESPONSIBILITY FOR WORKPLACE HEALTH AND SAFETY POLICY

- 7.1 The Province Workplace Health and Safety Co-ordinator will have general responsibility for this policy, including:
- 7.1.1 annual review of the policy and procedure;
 - 7.1.2 revision of the policy in response to legislative changes and changes in accepted standards of workplace health and safety; and
 - 7.1.3 ensure compliance with the policy in all Province workplaces.
- 7.2 The Workplace Health and Safety Officer appointed by the employer at each workplace will be responsible to the employer for the administration of the Workplace Health and Safety Policy at that workplace and shall also be responsible to the employer to facilitate the employer's review of the Workplace Health and Safety Policy on or before 31 March in each year.
- 7.3 For the purposes of this policy the Principal of the school, or the person in charge of the Ministry or Initiative, or the person in charge of the administration of the Xavier Province Centre, as the case may be, shall act as the delegate of the Province Leader for and on behalf of the employer.

CONTACT DETAILS FOR THE PROVINCE WORKPLACE HEALTH AND SAFETY CO-ORDINATOR

Br Brian Saward cfc
C/- St Joseph's Nudgee College
PO Box 130
Virginia Qld 4014

Telephone: 07 3865 0521
Mobile: 0417 723 637