



VILLANOVA COLLEGE



WORKPLACE HEALTH & SAFETY POLICY

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INTRODUCTION

Villanova College is committed to providing and maintaining a safe and healthy workplace for all workers (including contractors and volunteers) as well as students, visitors, and members of the public.

POLICY

To provide a safe working environment, the College will comply with the *Work Health and Safety Act 2011 (Qld) (the Act)*, the *Work Health and Safety Regulation 2011 (Qld) (the Regulation)*, and relevant codes of practice.

This commitment is in line with Villanova College's responsibility under the Education (Accreditation of Non-State Colleges) Regulation 2017 (Qld) to comply with the requirements of the *Work Health and Safety Act 2011 (Qld)*.

PURPOSE

The purpose of this policy is to outline Villanova College's compliance framework for work health and safety, including the definition of key terms, roles and duties, and the implementation and monitoring of measures to ensure, as far as reasonably practicable, the health and safety of workers and all other persons at the College.

APPLICATION

This policy applies to people conducting a business or undertaking (PCBU), all employees and employees of Villanova College, and to other people at risk from the work carried out at our workplace.

SCOPE

This policy applies in Villanova College's workplace.

DEFINITIONS

In this policy:

Workplace means where work at Villanova College takes place, work-related locations (e.g. client sites, worksites, public spaces, remote sites), and places where employees do things related to work, including outside normal working hours (e.g. conferences, social events, business trips, and work parties).

PCBU means 'person conducting a business or undertaking' and includes those operating a business alone or with others, for profit or not-for-profit, and partners in a partnership. A person is not a PCBU if they are solely a worker or officer in a business, are an elected member of a local government, or are a volunteer association. Examples of a PCBU include a company, association, a sole trader, or partners in a partnership.

Officer is a person who makes or participates in making decisions that affect the whole or a substantial part of the business or undertaking of the State or Commonwealth, a public authority, or a corporation. In the College, this may include members of the College Board and senior leadership, such as the Principal, Deputy Principal, Business Manager, Chief Financial Officer, or Chief Operating Officer.

Worker includes employees, contractors, subcontractors, and their employees, employees of a labour hire company who have been assigned to work in the College, outworkers, apprentices, trainees, students gaining work experience, and volunteers. A PCBU, for example, a sole trader, can also be considered a worker if they carry out work in the business.



Health and Safety Representative (HSR) is a worker, elected by workers, to represent the health and safety of the work group of which the worker is a member. An HSR's duties include representing workers in the work group in matters related to health and safety; investigating complaints from workers in their workgroup relating to health and safety; inquiring about risks to workers; requesting and receiving information about the WHS of workers in the HSR's work group; monitoring measures undertaken by the PCBU; accompanying a WHS entry permit holder if they enter the workplace under Part 7 of the Act where the reason for entry relates to the HSR's work group; inspecting the workplace including with an inspector; requesting a health and safety committee be established; directing that unsafe work cease; and the issuing of Provisional Improvement Notices (PIN) in certain circumstances; with a workers consent, be present at an interview concerning work health and safety between a worker or a group of workers and the PCBU, or workers and an inspector; and when necessary request assistance from a suitable entity for the HSR.

Work Health and Safety Officer (WHSO) is a suitably qualified person appointed by the PCBU to assist in fulfilling the PCBU's work health and safety duties. Activities include identifying and reporting on work health and safety matters, hazards and risks, notifying of or investigating incidents, accompanying or assisting an inspector during an inspection, and establishing training. The PCBU may also act in the role of work health and safety officer.

Health and Safety Committee (HSC) is a body established to facilitate cooperation between the PCBU and workers and to assist with work health and safety compliance, including developing standards, rules, and procedures. Membership of the committee must include the HSR and the Work Health and Safety Officer, if these positions have been established at the College, and at least half of the committee members must be workers, not nominated by the PCBU.

Representative of a worker means the health and safety representative for the worker, or a suitable entity for representing the worker that is authorised by the worker to represent the worker.

Suitable entity, for representing or assisting a worker or the health and safety representative for a worker, means a relevant union for the worker; or another entity that is authorised by the worker or representative to represent or assist the worker or representative; but is not an excluded entity for representing or assisting the worker or representative.

Reasonably practicable means what is reasonably able to be done to ensure the health and safety of workers and other persons at the College. Determining what is reasonable requires weighing relevant matters, such as the likelihood or degree of harm from the hazard or risk, availability of ways to eliminate or minimise the risk, and associated costs, including whether the cost is grossly disproportionate to the risk.

Notifiable incident occurs when there is a death, serious injury, illness, or a dangerous incident at the workplace, relating to a worker or other person. Such incidents must be reported to Work Health and Safety Queensland immediately after the College becomes aware of the incident.

Serious injury or incident is where a person needs immediate treatment as an inpatient in a hospital or treatment for certain injuries prescribed in the legislation, such as amputation, serious head or eye injury, a serious burn, separation of skin from tissue, spinal injury, loss of bodily function, or serious lacerations. It also includes medical treatment within 48 hours of exposure to a substance.

Dangerous incident is in relation to a workplace, where a worker's or any other person's health and safety is at risk due to exposure to uncontrolled events, for example, substance spillage, explosion, or fire, or involvement in an accident such as a fall, electric shock, or the collapse of a structure.

1. RESPONSIBILITIES

The Act outlines the duties held by the Person Conducting the Business or Undertaking (PCBU), officers, workers, and other people within the College community. Villanova College acknowledges that the duties held by these roles cannot be transferred or delegated to another person.



More than one person can concurrently have the same duty, and each duty holder must comply with that duty to the standard required by the legislation. If more than one person has a duty for the same matter, each person is required to carry out their duty to the extent they have the capacity to influence and control the matter and must, so far as is reasonably practicable, consult, cooperate and coordinate activities with all other persons who have a duty in relation to the same matter. Duties of specific roles are outlined below:

1.1. Person conducting the business or undertaking (PCBU)

The PCBU has the primary duty of care under the Act to ensure, as far as reasonably practicable, that the health and safety of workers and any other person is not put at risk from work carried out in conducting the business, such as a College. In fulfilling this duty, Villanova College will:

- Ensure the College complies with all legislation relating to health and safety.
- Ensure all people who work, study, or visit our college understand that they are responsible for the work health and safety of themselves and others.
- Incorporate health, safety, and wellbeing risk management into all organisational planning and activities.
- Eliminate or minimise all workplace hazards and risks as far as is reasonably practicable.
- Empower workers through education, training, and awareness to create and maintain safe and healthy workplaces.
- Supervise workers to ensure work activities are performed safely.
- Provide a process for consultation, cooperation, and issue resolution on matters relating to health, safety, and wellbeing.
- Provide and maintain a healthy and safe work environment through the implementation of safe work practices, safe systems of work, and the provision of appropriate safe work equipment and personal protective equipment.
- Promote dignity and respect, and take action to eliminate, prevent, and respond to psychosocial hazards such as workplace bullying, harassment, discrimination, and role overload.
- Provide a suitable injury management and return to work program.

In addition to the primary duty of care, the PCBU has duties outlined in other sections of the Act. In fulfilling these duties, Villanova College will ensure, so far as is reasonably practicable:

- Safe entry and exit to the College.
- Anything arising from the College is free from risk to the health and safety of any person.
- Fixtures, fittings, and plant are without risks to the health and safety of any person.
- Provision of consultation, cooperation, and issue resolution to workers.
- Reporting of notifiable incidents as soon as the College becomes aware of the incident.
- Compliance with codes of practice or adoption of an equivalent or higher standard.

- If a worker occupies accommodation that is owned by or under the management or control of the College and the occupancy is necessary for the purposes of the Worker's engagement because other accommodation is not reasonably available, the College will, so far as is reasonably practicable, maintain the premises so that the worker occupying the premises is not exposed to risks to health and safety.

The Regulation also includes PCBU duties, providing specific requirements to supplement the broad PCBU duties in the Act. In fulfilling these duties, the College will:

- identify reasonably foreseeable hazards
- ensure general workplace facilities, including the maintenance of and accessibility to the facilities, meet minimum requirements, so far as is reasonably practicable
- ensure that the provision of and access to first aid equipment and first aid training meet the minimum requirements
- ensure an emergency plan is prepared, maintained, and implemented, meeting the minimum requirements in the regulation
- ensure psychosocial risks are appropriately managed, including but not limited to managing the risk of sexual harassment or sex or gender-based harassment

1.2. Officers

- Officers have a duty under the Act to exercise due diligence by ensuring the PCBU complies with the duties under the Act. Officers of Villanova College will exercise due diligence by taking the following reasonable steps:
- Acquiring and keeping up-to-date knowledge of work health and safety.
- Understanding the nature of the Colleges' operations and the associated hazards and risks.
- Ensuring the College has resources and processes to eliminate or minimise risks to health and safety.
- Ensuring the College has processes for receiving, considering, and responding to information about incidents, hazards, and risks.
- Ensuring processes for complying with work health and safety legislation.
- Auditing and reviewing work health and safety processes and the use of resources.

1.3. Workers

Workers have duties under the Act. Workers of Villanova College have the following duties and will:

- take reasonable care for their own health and safety
- take reasonable care that their conduct does not adversely affect others
- comply, so far as the worker is reasonably able, with instructions given by the College
- co-operate with any reasonable, notified policy or procedure
- participate in safety training
- report health and safety hazards
- report all injuries and incidents
- use safety equipment and personal protective equipment as instructed.



1.4. Other persons

All other persons have duties under the Act. All other persons at the College have the following duties and will:

- take reasonable care for their own safety
- ensure their conduct does not adversely affect others
- comply, so far as the person is reasonably able, with reasonable instructions given by the College.

1.5. Other roles

Villanova College may establish additional roles or committees to assist in managing the College's work health and safety duties under the Act, which may include:

- Appointing one or more health and safety representatives (HSRs), by election, to represent the workers. The College must hold an election to appoint an HSR where one or more workers make such a request.
- Establishing a health and safety committee (HSC), to facilitate cooperation between the PCBU and the workers and to assist with compliance. The College must establish an HSC if an HSR makes a request or if it is a requirement under regulation.
- Appointing a Work Health and Safety Officer (WHSO) to assist the College fulfil its duties. A person appointed as WHSO must have the minimum qualifications and a certificate of authority issued by Work Health and Safety Queensland.

A procedure documents the processes or actions required to implement a policy. State the procedure's broad principles that give effect to the purpose of the policy. Further details of the process are provided below

2. IMPLEMENTATION

Villanova College is committed to protecting workers and other persons against harm to their health and safety and will implement the following measures in line with the *Work Health and Safety Act 2011 (Qld)* and the *Work Health and Safety Regulation 2011 (Qld)*:

- A risk management framework.
- Provide information, training, instruction, and supervision.
- Provide a process for consultation, cooperation, and issue resolution.

2.1. Risk Management Framework

Villanova College's Risk Management Framework provides further guidance on the process and approach to managing risks at the College.

Where the approach in the Risk Management Framework does not eliminate the risk to the health and safety of workers and others, the College must minimise risks, so far as is reasonably practicable, by doing one or more of the following:

- Substituting (wholly or partly) the hazard giving rise to the risk with something that gives rise to a lesser risk.
- Isolating the hazard from any person exposed to it.
- Implementing engineering controls.
- If a risk remains, the duty holder must minimise the remaining risk, so far as is reasonably practicable, by implementing administrative controls.



- If a risk then remains, the duty holder must minimise the remaining risk, so far as is reasonably practicable, by ensuring the provision and use of suitable personal protective equipment.

Where the risk relates to sexual harassment, or sex or gender-based harassment, the controls considered for implementation by the PCBU must take into account the matters in the Regulation.

3. INFORMATION, TRAINING, INSTRUCTION, AND SUPERVISION

Villanova College will ensure that appropriate information, training, instruction, and supervision are provided to workers to enable them to perform their work without risk to their health or safety, as far as is reasonably practicable. The information, training, instruction, and supervision will be suitable and adequate, having regard to the:

- nature of the work carried out by the worker;
- nature of the risks associated with the work at the time the information, training, instruction, or supervision is provided;
- control measures implemented.

The College will ensure, as is reasonably practicable, that the information, training, and instruction are provided in a way that is readily understandable by any person to whom it is provided.

Villanova College's Code of Conduct for Workplace Participants provides further guidance on the information, training, instruction, and supervision provided to workers at the College.

4. CONSULTATION, COOPERATION, AND ISSUE RESOLUTION

Villanova College acknowledges its duty to consult, so far as is reasonably practicable, with workers who carry out work for the College, who are or are likely to be, directly affected by work health and safety matters.

Matters may include identifying, assessing and eliminating or minimising risks relating to work carried out by the workers at the College, making decisions about the adequacy of facilities for the welfare of workers, proposing changes that may affect the health or safety of workers, proposed changes to procedures for consulting workers, resolving worker issues, monitoring worker safety or conditions at the workplace and the provision of information and training.

Consultation with workers includes sharing information regarding work, health, and safety matters with workers and giving them a reasonable opportunity to:

- express their views and raise work health and safety issues in relation to the matter; and
- contribute to the decision-making process relating to the matter; and
- have their views taken into account by the PCBU; and
- access information on the outcome of the consultation in a timely manner.

If the workers are represented by a Health and Safety Representative (HSR), consultation will include the HSR. If one or more workers request that the College consult with their representative, the consultation will include the worker's representative.

Villanova College will refer to the College's Complaints Handling Policy for further guidance on resolving work health and safety issues.



5. COMPLIANCE AND MONITORING

5.1. Incident Reporting

Villanova has implemented a Safety Incident Form, which requires workers and other persons to report any hazards or incidents that result in potential or actual harm to health and safety. The College will regularly monitor, collate, and report on hazards and incidents.

5.2. Notifiable Incidents

Villanova College is committed to reporting notifiable incidents to Workplace Health and Safety.

Queensland in accordance with the *Work Health and Safety Act 2011 (Qld)* and the *Work Health and Safety Regulation 2011 (Qld)*. Notifiable incidents include the death, serious injury, or illness of a person or a dangerous incident, in relation to the College. The College will notify the regulator, Workplace Health and Safety Queensland, immediately and by the fastest means possible after becoming aware of a notifiable incident and will preserve the incident site as far as reasonably practicable until the inspector arrives.

5.3. Appointment of a Health and Safety Representative (HSR)

Villanova College will facilitate the election of an HSR where a worker asks for an HSR to be elected.

Where the HSR role becomes vacant, as soon as reasonably practicable after the vacancy occurs, the College will notify workers about the powers of the HSR and the HSR election process and invite workers to request the facilitation of an election.

If the College does not have an HSR, the College will notify workers about the powers of the HSR and the HSR election process and invite workers to request the facilitation of an election. If the College does not receive a request to elect an HSR, the notification and invitation will be repeated annually

5.4. Health and Safety Committee

Villanova College has an established workplace health and safety committee with representatives across all areas of the College as outlined in the Workplace Health and Safety Charter.

5.5. Training

The College will train its staff on this policy and any related processes relating to the health, safety, and conduct of staff and students on their induction and will refresh training annually.

5.6. Implementing the Processes

Villanova College will ensure it implements this policy and any related processes relating to the health, safety, and conduct of staff and students by auditing compliance with this policy and related processes annually.

5.7. Accessibility of Processes

This policy and any related processes relating to the health, safety, and conduct of staff and students are accessible on the College website.



5.8. Complaints Procedure

Suggestions of non-compliance with this policy and any related processes may be submitted as complaints under Villanova College Complaints Handling Policy and Complaints Handling Guidelines

ACCOUNTABILITY

Role	Responsible For
The Board	Oversight and review of this policy
Principal	Work Health and Safety Policy, Implementation and Complaints
Leadership Team	Implementation, compliance, and reporting
Director of HR	Policy review and updates
All workplace participants	Compliance with this strategy

ASSOCIATED DOCUMENTS

Description	Document Type
Risk Management Framework	Framework
Incident Reporting Procedure	Procedure
Rehabilitation and Return to Work Policy	Policy
Critical Incident Plan	Procedure
College Risk Register	Register

RELEVANT LEGISLATION

- *Work Health and Safety Act 2011 (Qld)*
- *Work Health and Safety Regulation 2011 (Qld)*
- *Managing the risk of psychological hazards at work Code of Practice 2022 (Qld)*
- *Education (Accreditation of Non-State Colleges) Act 2017 (Qld)*
- *Education (Accreditation of Non-State Colleges) Regulation 2017 (Qld)*
- *Other relevant Work Health and Safety Queensland Codes of Practice*



REVIEW AND APPROVAL

Version	Review	Author/s	Authorisation	Approval Date	Next Review
4.0	Full policy review	HR, WHS Committee	Board	April 2026	April 2028
3.0	Periodic Review	HR, WHS Committee	Board	2022	2025
2.0	Periodic Review Update publishing platforms.	HR, WHS Committee	College Board	2019	2022
1.0			Board	2015	2018