

FSAC Ltd

Board Policy 12 of 14

Work Health & Safety Management Policy

2015

Document Approval and Version Control	
Version # 3.1 Last amended 27.08.2015	Approved by: FSAC Ltd Board Name: Signed: Date:
Contact Officers: Position: Manager Human Resources Name: Craig Middleton	Next Review: 30.06.2016

1. POLICY STATEMENT

The Board is committed to providing a safe and healthy working environment for users of its facilities and equipment. The effective implementation of Workplace Health and Safety policy and procedures, and the establishment and maintenance of safe systems of work at FSAC will ensure this commitment is met. All staff and users of College facilities are responsible to ensure to the best of their ability that College activities do not expose any person to the risk of potential injury or illness.

1.1. Principles

- Policies and procedures need regular review to ensure alignment of the FSAC Work Health and Safety Policy, governance and compliance with the *Work Health and Safety Act 2011* (the Act), Regulations and relevant Codes of Practice.
- Cooperation and clear communication between the people who manage or control the work and those who carry out the work is essential for effective management of WH&S.
- Workplace rehabilitation assists the process of recovery from workplace injury or illness and helps restore the person's normal function sooner.
- Workplace harassment by any person regardless of the position held is unacceptable and will not be tolerated under any circumstances.

1.2. Scope

This policy applies to all Board and Council members, senior officers, staff, students, volunteers, contractors and visitors. This policy applies to all conduct, work, interaction or any other activities that are under the management, control, influence or participation within FSAC. This policy applies to all on and off-site FSAC interests and activities.

1.3. Legal Authorities

The following legislation provides the authoritative basis for this policy:

- *Fair Work Act 2009* (Cth)
- *Fair Work Amendment Act 2012* (Cth)
- *Whistleblowers Protection Act 1994*
- *Disability Discrimination Act 1992*
- *Racial Discrimination Act 1975*
- *Sex Discrimination Act 1984*
- *Prevention of Workplace Harassment and Bullying Code of Practice 2004*
- *Work Health and Safety Act 2011* (Qld)
- *Work Health and Safety Regulation 2011* (Qld)
- *Work Health and Safety Consultation and Co-operation and Co-ordination Code of Practice 2011* (Qld)
- *Workers Compensation and Rehabilitation Act 2003* (Qld)
- *Workers Compensation and Rehabilitation Regulations 2003* (Qld)
- *Current WorkCover Queensland Classifications* (Qld)
- *Queensland Anti-discrimination Act 1991* (Qld)
- *Queensland Civil and Administrative Tribunal 2009* (Qld)

1.4. Affiliated Authorities

- 12.1 WHS Policy Statement
- 12.2 WHS Leadership and Management Procedure
- 12.3 Consultation, Cooperation and Collaboration Procedure

- 12.4 Incident Accident Reporting Procedure
- 12.5 WHS Risk Management Procedure
- 12.6 Emergency Planning and Response Procedure
- 12.7 Hazard Reporting and Management Procedure
- 12.8 WHS Compliance Management Procedure
- 12.9 First Aid Procedure
- 12.10 Contractor WH&S Procedure
- 12.11 Staff WHS Orientation and Induction Procedure
- 12.12 Staff WHS Training Procedure
- 12.13 Workplace Rehabilitation and Return to Work Procedure
- 12.14 Prevention of Workplace Bullying Procedure

- **FSAC Corporate Governance Manual**
- **FSAC Limited Enterprise Agreement 2013**

2. ACCOUNTABILITIES

General Accountabilities

The Board is responsible for legislative compliance and to ensure that procedures satisfy applicable codes of practice. Regular review of procedures and their implementation will ensure compliance as will the fostering of a transparent reporting environment.

College Council

St John's Anglican College and The Springfield Anglican College Councils are responsible for the administration and implementation of the Strategic Direction, Policies and Procedures and Control and Accountability systems developed by the Board. The College Councils act within the scope of powers delegated to them by the Board and remain accountable to and report regularly to the Board.

The Heads of College are responsible for the day to day operations of their College, including the administration of work health and safety policies and guidelines to ensure that the College complies with legislative obligations and applicable codes of practice.

The Manager Human Resources and Compliance is responsible for ensuring the FSAC Ltd organisation achieves its strategic objectives through the development and application of best practice human resource management principles and practice which comply with employment law, industrial relations and work health and safety requirements and which minimise corporate risk exposure to human resource related issues by ensuring that a comprehensive Board and operational policy framework is in place and compliant to all statutory requirements.

Staff, Contractors, Volunteers and Visitors must be conversant their compliance obligations under this policy.

3. POLICY ADMINISTRATION

In accordance with policy development and review protocol this policy will be recorded as an authorised policy approved on the date shown on the front of this policy document.

The policy will be reviewed twelve months from the date of the approval shown herein.

Notwithstanding the scheduled review, should any circumstance change materially before the 12 month review period, the policy will be immediately reviewed in order to maintain appropriate accuracy, relevance and authority.