

Health, Safety & Wellbeing Policy

1.0 Purpose

The purpose of this Policy and the accompanying Procedures is to provide a framework for all EREA Colleges Ltd (EREAC) schools and entities to encourage and assist their employees to comply with their statutory and regulatory obligations in respect to health, safety and wellbeing.

EREAC undertakes to meet its responsibilities under the Work Health Safety legislation applicable in each jurisdiction it operates within and all other guidelines provided by WorkSafe authorities and other relevant legislation, in order to ensure, so far as reasonably practicable, the safety of all relevant persons.

2.0 Policy Statement

As an employer, EREAC has a responsibility to its employees and to persons attending on its sites to take reasonable steps to keep them safe from reasonably foreseeable risks of harm.

EREAC values and supports its people and is legally and morally committed to ensuring healthy and safe working and learning environments. EREAC recognises that employee health, safety and wellbeing is integral to achieving excellent educational and work performance outcomes and commits, so far as is reasonably practical to:

- Prevent workplace injuries and illnesses;
- Enhance workplace culture;
- Consult, collaborate and communicate with employees including health and safety representatives and other key stakeholders;
- Allocate adequate resources to health, safety and wellbeing strategies;
- Provide transparent and robust information, training, instruction and documentation;
- Drive continuous improvement in the health, safety and wellbeing of all; and
- Maintain a working environment that is safe and without risks to the mental, emotional and physical health of our people.

EREAC employees, visitors, parents, students, volunteers and contractors are required to take reasonable care for their own and others' health and safety and will cooperate with EREA in adhering to health and safety requirements including following EREAC policies, procedures or instructions and participating in consultation and training.

3.0 Scope and Application

This policy applies to:

- the EREAC Colleges Ltd Board and Board Sub Committees.
- all schools and member entities, including School Advisory Councils, governed by EREA Colleges Ltd.

This policy is intended to operate in conjunction with other EREAC policies, including but not limited to the

Code of Conduct, Complaints Handling Policy, Child Safeguarding Policy and the Workplace Bullying, Discrimination and Harassment Policy.

This policy does not cover the rehabilitation of injured employees and other matters relating to workers' compensation.

4.0 Roles and Responsibilities

The following applies for the purposes of this Policy.

Role	Responsibilities
EREA Colleges Ltd Board	Approves the Health, Safety and Wellbeing Policy and is obliged to monitor trends, methods of rectification and compliance with this policy (reports from the CEO). Ensures this Policy is reviewed as necessary.
Chief Executive Officer (CEO) / Executive Leadership Team (ELT)	Oversees the development, implementation, and assurance of procedures to ensure compliance with this policy and with applicable legislation. Manages, or delegates the management thereof appropriately, incidents that are escalated above School level. Other responsibilities include: <ul style="list-style-type: none"> • Overseeing and ensuring that Principals are complying with their obligations under this Policy • Ensuring that all Schools have appropriate funding to ensure adequate health and safety procedures are implemented • Communicating and actively demonstrating the importance of health and safety to Schools and Principals • Promoting continual health and safety improvement to Principals and Schools • Ensuring that all health and safety matters align with the direction of EREAC
Principals and Early Learning Centre Directors	Develop, implement and manage processes in their schools in accordance with this policy and any regulatory requirements. This includes: <ul style="list-style-type: none"> • Keeping up to date with knowledge of health and safety matters and obligations for the School under their control • Proactively monitoring workplace conditions and manage risks for their School • Ensuring that reporting obligations are complied with • Ensuring that employees attend appropriate training to ensure their health and safety at work • Ensuring that adequate supervision and instructions are provided to employees and other persons • Ensuring the adequate supply of personal protective equipment • Ensuring the implementation of the WHS Management System in the School • Ensuring the development of a Health and Safety Committee in the School and the appointment of a Health & Safety Representative where requested by the workers
Employees, volunteers, contractors and other relevant persons	<ul style="list-style-type: none"> • Take reasonable care for their own health and safety, and to ensure that their own acts and omissions do not put the health and safety of others in the workplace at risk • Follow reasonable instructions given by EREAC to protect their health and safety, including adhering to this policy

Role	Responsibilities
	<ul style="list-style-type: none"> Identify and report any workplace incidents, hazards or potential hazards Wear and use personal protective equipment where required Undertake required training to ensure work health and safety Report any breaches of this policy or other health and safety concerns Otherwise comply with this policy
Visitors	<ul style="list-style-type: none"> Taking reasonable care for their own health and safety Taking reasonable care to ensure their acts or omissions do not put the health and safety of other persons at risk Comply with any reasonable direction or instructions given by EREAC or the School in the interest of health and safety

5.0 Procedures

The effectiveness of EREAC's approach to health, safety and wellbeing is shaped by our leadership applying core values, a commitment to accountability and transparency in implementing and maintaining a health and safety management system, risk management processes, and ensuring as best as possible full compliance with workplace health and safety obligations from all levels and functions across the organisation.

EREA and its member entities are required to monitor compliance with the following:

- 1.0 The implementation of a WHS Management System
- 2.0 Compliance with statutory legislation and regulations
- 3.0 The establishment, implementation and maintenance of processes for reporting
- 4.0 Workplace consultation requirements including the appointment of a Health and Safety Representative
- 5.0 The establishment of a Health and Safety Committee
- 6.0 The development of an appropriate Emergency Management Plan
- 7.0 Audit conducted by an external provider on a three-year basis
- 8.0 Work health and safety planning and risk assessments

Further information can be found in the ***Procedures for Health, Safety & Wellbeing*** accompanying this Policy.

6.0 Definitions

Definitions specific to this Policy are contained in the table below.

Term	Definition
Health & Safety Committee	means the formal school committee established under the legislation to discuss and resolve workplace safety issues.
Health & Safety Representative	means the school representative nominated by the members of their Work Group within their school.
Officers	<p>an 'Officer' of a PCBU is considered to be someone who:</p> <ul style="list-style-type: none"> makes, or participates in making significant decisions that affect the whole, or a substantial part of the business or undertaking; or has the capacity to significantly affect the business' or undertaking's financial standing; <p>'Officers':</p> <ul style="list-style-type: none"> have a duty to exercise due diligence to ensure a business or undertaking complies with their duties under the model WHS

Term	Definition
	Laws; and <ul style="list-style-type: none"> • can be prosecuted for failing to exercise that due diligence.
PCBU	means the 'Person Conducting a Business Undertaking'. The PCBU has a primary duty to ensure the health and safety of workers while they are at work in the 'business' or 'undertaking' and other who may be affected by the carrying out of work, such as visitors. EREA Colleges Ltd is considered to be the PCBU for the educational entities for which it holds governing authority status.
WHS Model Laws	are a single set of work health and safety laws developed by Safe Work Australia. They include the model WHS Act, the model WHS Regulations and model Codes of Practice. The Model Laws have been implemented in all jurisdictions except Victoria. Commonwealth and State/Territory WorkSafe Regulators oversee and enforce the laws of their jurisdictions.
WHS Management System	means the Workplace Health and Safety Management System (WHSMS).
Work Group / Designated Work Group	A work group is determined by negotiation and agreement between the PCBU and workers (or workers' representative/s). Each Work Group can be represented by one or more Health & Safety Representatives.

7.0 Breach of this Policy

Individuals who breach this policy may be subject to disciplinary action, including and up to termination of their employment. In some circumstances, a breach of this policy will amount to a breach of relevant legislation. In these circumstances, the individual may be liable for further penalties under the legislation.

Individuals who become aware of an actual or suspected breach of this policy are obliged to report it. They may speak to their line manager or lodge a Whistleblower report through the EREA website/hotline managed by our external provider, Your Call. All reports are treated confidentially.

8.0 Policy Review

This policy will be reviewed every three (3) years unless there is a legislative or regulatory requirement to do so earlier.

9.0 Related Policies, Procedures and Legislation

Related Legislative Instruments:

The following legislation, standards and regulations apply, and this policy aligns with these requirements:

- National
 - Model Work Health and Safety Act (2011)
 - Model WHS Legislation Amendment (Offences and Penalties) 2023
 - Model Work Health and Safety Regulations (2023)
 - Model Codes of Practice
- Queensland
 - Work Health and Safety Act 2011 (QLD)
 - Work Health and Safety Regulations 2011 (QLD)
 - Workers Compensation and Rehabilitation Act 2003 (QLD)
 - Workers Compensation and Rehabilitation Regulation 2014 (QLD)
- South Australia

- Work Health and Safety Act 2012 (SA)
- Work Health and Safety Regulations 2012 (SA)
- Return to Work Act 2014 (SA)
- Australian Capital Territory
 - Work Health and Safety Act (ACT)
 - Work Health and Safety Regulation 2011 (ACT)
 - Work Health and Safety Amendment Regulation 2023 (No 1) (ACT) *[NB – amendment refers to Psychosocial Hazards]*
 - Workplace Injury Rehabilitation and Compensation Act 2013 (ACT)
- Western Australia
 - Work Health and Safety Act 2020 (WHS Act) (WA)
 - Work Health and Safety (General) Regulations (WA)
 - Workers Compensation and Injury Management Act 1981 (WA)
- Tasmania
 - Work Health and Safety Act 2012 (TAS)
 - Work Health and Safety Regulations 2022 (TAS) *[NB – refers to the management of Psychosocial Hazards]*
 - Work Health and Safety (Transitional) Regulations 2022 (TAS)
 - Workers Rehabilitation and Compensation Act 1988 (TAS)

EREA Colleges Ltd and related documents and policies

This policy should be read in conjunction with the following related documents:

- EREAC Health, Safety and Wellbeing Procedures
- EREA Code of Conduct
- EREAC Risk Management Framework & Policy
- EREAC Notifiable Incidents Policy
- EREAC Complaints Handling Policy
- EREA Compliance Policy & Compliance Management Framework
- EREAC Whistleblower Protection Policy & Guidelines
- EREAC Workplace Bullying, Discrimination and Harassment Policy
- EREAC Governing Authority Critical Incident Management Policy
- EREAC Internal Grievance Policy

Standards

- AS/NZS ISO45001:2018 (Occupational Health & Safety Management Systems)

Health, Safety & Wellbeing Policy	
Policy Owner	CEO - EREA Colleges Ltd
Approving Body/Role	EREA Colleges Ltd - Approver
Subject Matter Adviser	Director Risk & Compliance – EREA Colleges Ltd
Priority Rating	High - Adopt
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