

Work Health and Safety Policy

Statement

Enkindle Village School is committed to protecting workers and other persons, such as students and parents, against harm to their health and safety through the elimination or minimisation of risks arising from work.

Enkindle Village School supports the principle that workers and other persons should be given the highest level of protection against harm to their health and safety from hazards and risks arising from work, as far as is reasonably practicable.

In line with the *Work Health and Safety Act 2011 (Qld)* and the *Work Health and Safety Regulation 2011 (Qld)*, this means that Enkindle Village School will ensure, so far as is reasonably practicable:

- The health and safety of workers while at work in the school,
- That the health and safety of other persons is not put at risk from work carried out as part of the conduct of the school.

This commitment is in line with Enkindle Village School's responsibility under the *Education (Accreditation of Non-State Schools) Regulation 2017* to have a written process about the health and safety of staff and students.

Purpose

Enkindle Village School is committed to providing a safe and healthy environment for all staff, students, volunteers, contractors, and visitors. This policy outlines our approach to managing health and safety risks and ensuring compliance with relevant legislation, including the *Work Health and Safety Act 2011 (Qld)*.

Scope

This policy applies to all school activities, including on-site operations, excursions, camps, and events involving the school community.

Status: Version 1	Supersedes:
Authorised by: Board Chair	Date of Authorisation: August 2025

References

Work Health and Safety Act 2011 (Qld)
Education (Accreditation of Non-State Schools) Regulation 2017
 Enkindle Village School Risk Management Strategy
 Enkindle Village School Emergency Management Plan
 Enkindle Village School Incident Report
 Enkindle Village School Incident Register
 Enkindle Village School Maintenance Plan

Review Date: Annually	Next Review Date: August 2026
Policy Owner: Townsville Independent School Association Inc.	

Responsibilities

- **School Leadership**
 - Ensure WHS systems are implemented and maintained.
 - Provide adequate resources for health and safety initiatives, and staff induction training.
 - Promote a culture of safety and wellbeing.

- **Staff**
 - Take reasonable care for their own health and safety.
 - Follow safe work practices and procedures.
 - Report hazards, incidents, and injuries promptly.
- **Students**
 - Follow safety instructions from staff.
 - Use equipment and facilities safely.
 - Report unsafe conditions or behaviours.
- **Contractors and Visitors**
 - Comply with school WHS procedures.
 - Report any hazards or incidents to school staff.

Risk Management

- Identify, assess, and control risks associated with school activities.
- Maintain a risk register and conduct regular safety audits.
- Ensure safe use of equipment, facilities, and materials.

Incident Reporting and Investigation

- All incidents, injuries, and near misses must be reported immediately.
- Investigations will be conducted to determine causes and prevent recurrence.
- Records will be maintained in accordance with legal requirements.

Emergency Management

- Emergency procedures will be clearly displayed and regularly practiced.
- Staff will be trained in first aid and emergency response.
- Evacuation drills will be conducted at least once per term.

Training and Communication

- Staff will receive WHS induction and ongoing training.
- Safety information will be communicated through meetings, signage, and digital platforms.
- Students will be educated on safety practices appropriate to their age and activities.

Psychosocial Hazards and Psychological Safety

At Enkindle Village School, we recognise that a safe workplace includes not only physical safety but also psychological wellbeing. In accordance with the 2025 updates to Australian WHS legislation and the Model Code of Practice from Safe Work Australia¹, we are committed to identifying, assessing, and managing psychosocial hazards as part of our duty of care.

Definition of Psychosocial Hazards

Psychosocial hazards are aspects of work design, organisation, environment, or interpersonal relationships that may cause psychological harm. These include, but are not limited to:

- High workloads or unrealistic time pressures
- Bullying, harassment, or exposure to distressing content
- Low job control or unclear work roles
- Inadequate support from supervisors or management
- Workplace conflict or aggression
- Isolation, particularly in remote or hybrid work settings²

¹ Managing Psychosocial Hazards A Comprehensive Guide for Australian Businesses in 2025

² Managing Psychosocial Hazards A Comprehensive Guide for Australian Businesses in 2025

Legal Obligations

Under the WHS Act and Regulations, Enkindle Village School must:

1. **Identify** psychosocial hazards in the workplace.
2. **Assess** the risks associated with these hazards, considering severity, frequency, and likelihood of harm.
3. **Implement control measures** to eliminate or minimise risks.
4. **Review and monitor** the effectiveness of these measures regularly³

Risk Management Approach

We apply the same four-stage risk management process used for physical hazards:

1. **Identification** – through staff surveys, feedback, and incident reports.
2. **Assessment** – evaluating the potential impact and exposure.
3. **Control** – using the hierarchy of controls to eliminate or reduce risks.
4. **Review** – ongoing monitoring and adjustment of strategies⁴

Commitment to Psychological Safety

Enkindle Village School is committed to fostering a culture of respect, inclusion, and support. We will:

- Provide training in mental health awareness and respectful workplace practices.
- Provide and encourage access to a confidential and comprehensive EAP for all staff and their immediate family members.+
- Encourage open communication and consultation with staff.
- Offer access to support services such as Employee Assistance Programs (EAPs).
- Align our practices with ISO 45003:2021 where appropriate⁵

Review and Continuous Improvement

- This policy will be reviewed annually or following a significant incident.
- Feedback from staff and stakeholders will inform improvements.
- Compliance with WHS legislation will be monitored and updated as needed.

³ Managing Psychosocial Hazards A Comprehensive Guide for Australian Businesses in 2025

⁴ Managing Psychosocial Hazards A Comprehensive Guide for Australian Businesses in 2025

⁵ 2025: Elevating Psychological Safety in Australian Workplaces