



Work Health & Safety Handbook

Moreton Bay Birali Steiner
School Association Inc. T/A
Birali Steiner School
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Scope: Birali Steiner School's board, officers, workers and other persons at the school, including students and parents.		
Status: Authorised	Supersedes: WHS Policy 20230612; Sun Smart Policy 20211218; Statement on Harmful Plants 20220325	
Authorised by: School Board & Principal	Date Authorised: 03/11/2025	
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Work Health & Safety Policy

Purpose:	The purpose of this policy is to outline the Birali Steiner School 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 person at the school.
Owner:	School Board
References:	• Work Health and Safety Act 2011 (Qld) • Work Health and Safety Regulation 2011 (Qld) • WHSQ Codes of Practice • Managing the risk of Psychosocial Hazards at Work Code of Practice 2022 • Guide for PCBU: Managing the risk of sexual harassment and sex or gender-based harassment at work (WHSQ) • Model Code of Practice: Sexual and gender-based harassment (Cth), Safe Work Australia • Education (Accreditation of Non-State Schools) Act 2017 (Qld) • Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) • Corporations Act 2001 (Cth) • Birali Steiner School's Risk Management Policy • Birali Steiner School's Workplace Bullying Policy • Birali Steiner School's Complaints Policy • Birali's Sexual Harassment Policy • Birali's Staff Code of Conduct • Birali Steiner School's Sun Smart Policy • Birali Steiner School's Incident Reporting processes • Birali Steiner School's Statement on Harmful Plants • Birali Steiner School's Safe Food Handling Guidelines • Birali Steiner School's Working After Hours Protocol • Adapted from ISQ WHS Policy Template Version February 2025
Definitions:	Definitions relevant to this policy include: • Person Conducting a Business or Undertaking (PCBU)¹ 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 solely a worker or officer in a business, is an elected member of a local government or 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 Commonwealth², public authority³ or a corporation⁴. In a school this may include members of the school board and senior leadership employees such as the Principal or Business Manager, Chief Financial Officer and/or Chief Operating Officer. • Worker⁵ includes employees, contractors and subcontractors and their employees, employees of a labour hire company who has been assigned to work in the school, outworkers, apprentices, trainees, students gaining work experience and volunteers. A PCBU, for example a sole trader, can also be a worker if they carry out work in the business. • Health and Safety Representative (HSR)⁶:

¹ Work Health and Safety Act 2011 s.5

² Work Health and Safety Act 2011 s.247

³ Work Health and Safety Act 2011 s.252

⁴ [Corporations Act 2001 s.9](#)

⁵ Work Health and Safety Act 2011 s.7

⁶ Work Health and Safety Act 2011 Schedule 5

	is a worker, elected by workers⁷, 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 WHS 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 HSR⁸. • Work Health and Safety Officer (WHSO)⁹ 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 officer¹⁰. • Health and Safety Committee (HSC)¹¹ is a body established to facilitate cooperation between the PCBU and the 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 school 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 worker¹². • 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 representative¹³. • Reasonably practicable¹⁴ means what is reasonably able to be done to ensure the health and safety of workers and other person at the school. Determining what is reasonable requires a weighing up of 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 Incident¹⁵ occurs when there is a death, serious injury or 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 school becomes aware of the incident. • Serious Injury or Incident¹⁶ is where a person needs immediate treatment as an in-patient in a hospital or treatment for certain injuries prescribed in the legislation such as amputation, serious head or an 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.
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⁷ Work Health and Safety Act 2011 Part 5

⁸ Work Health and Safety Act 2011 s.68

⁹ Work Health and Safety Act 2011 s.103B

¹⁰ Work Health and Safety Act 2011 s.103C

¹¹ Work Health and Safety Act 2011 s.75

¹² Work Health and Safety Act 2011 s45A

¹³ Work Health and Safety Act 2011 s45A

¹⁴ Work Health and Safety Act 2011 s.18

¹⁵ Work Health and Safety Act 2011 s.35

¹⁶ Work Health and Safety Act 2011 s.36

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	• Dangerous Incident¹⁷ is an incident in relation to a workplace, where worker 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. • Sexual harassment¹⁸ happens if a person subjects another person to unwelcome sexual behaviour with the intention of offending, humiliating or intimidating the other person, or in circumstances where a reasonable person would have anticipated the possibility that the other person would be offended, humiliated or intimidated by the conduct. • Sex or gender-based harassment¹⁹ is the harassment of a person on the basis of the person's sex or gender, by unwelcome conduct of a demeaning nature, with the intention of offending, humiliating or intimidating the person or in circumstances where a reasonable person would have anticipated the person would be offended, humiliated or intimidated by the conduct. • Workplace²⁰ is a place where work is carried out for a business or undertaking and includes any place a worker goes, or is likely to be, while at work.
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Policy Statement

Birali Steiner School 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. Hazards and risks to health, and safety will be eliminated or minimised, as far as is reasonably practicable.

In doing so, the school will comply with the Work Health and Safety Act 2011 (Qld), (WHS Act) the Work Health and Safety Regulation 2011 (Qld), (WHS Regulation) and relevant codes of practice.

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

This policy should be read in conjunction with the Birali's Sexual Harassment Policy which applies to unlawful conduct under the Sex Discrimination Act 1984 (Cth) that can be defined as sex discrimination, sexual harassment, sex-based harassment, conduct that creates a hostile workplace environment on the ground of sex and related victimisation. Birali Steiner School also has a legal obligation under the SD Act, being a positive duty to take reasonable and proportionate measures to eliminate, as far as possible, unlawful conduct that is sexual harassment, sex-based harassment, conduct that creates a hostile workplace environment on the ground of sex and related victimisation.

Roles & Duties

The WHS Act outlines the duties held by the Person Conducting the Business or Undertaking (PCBU), officers, workers and other persons within the school community. Birali Steiner School acknowledges 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.

¹⁷ Work Health and Safety Act 2011 s.37

¹⁸ Work Health and Safety Regulation 2011 s.55BA(1)

¹⁹ Work Health and Safety Regulation 2011, s.55BA(2)

²⁰ Work Health and Safety Act 2011 s.8

Person conducting the business or undertaking (PCBU)

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

- Provide and maintain a safe work environment
- Provide and maintain safe plant and structures
- Provide and maintain safe systems of work
- Ensure safe use, handling and storage of plant, structures and substances
- Provide adequate facilities for workers welfare
- Provide information, training, instruction or supervision
- Monitor the health of workers and the conditions at the school to prevent illness or injury

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

- Safe entry and exit to the school
- Anything arising from the school is free from risk to the health and safety of any person
- Fixtures, fittings and the 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 school becomes aware of the incident
- Compliance with codes of practices or adoption of an equivalent or higher standard

The WHS Regulation also imposes specific duties on the PCBU. In fulfilling these duties, Birali Steiner School will:

- Identify reasonably foreseeable hazards²¹
- Ensure general workplace facilities, including the maintenance of and accessibility to the facilities meet minimum requirements, so far as is reasonably practicable²²
- Ensure the provision of and access to first aid equipment, and first aid training meet the minimum requirements²³
- Ensure an emergency plan is prepared, maintained and implemented, meeting the minimum requirements in the regulation²⁴
- Psychosocial risks are appropriately managed²⁵
- Ensure psychosocial risks, including risks of sexual harassment or sex or gender-based harassment, are appropriately managed, in compliance with the [Managing the risk of Psychosocial Hazards at Work Code of Practice 2022](#), or in a way that provides an equivalent or higher standard of work health and safety than the standard required in the code
- Identify where sexual harassment and sex or gender-based harassment is a reasonably foreseeable hazard that could give rise to risks to the health and safety of workers and others
- Assess, determine and review control measures in accordance with the [Guide for PCBU's: Managing the risk of sexual harassment and sex or gender-based harassment at work \(WHSQ\)](#)
- If sexual harassment or sex or gender-based harassment risks are identified, prepare and implement a Prevention Plan in compliance with the WHS Regulation.²⁶

²¹ Work Health and Safety Regulation 2011 s.34 and How to manage work health and safety risks Code of Practice 2021

²² Work Health and Safety Regulation 2011 s.40-41 and Managing the work environment and facilities Code of Practice 2021

²³ Work Health and Safety Regulation 2011 s.42 and First aid in the workplace Code of Practice 2021

²⁴ Work Health and Safety Regulation 2011 s.43

²⁵ Work Health and Safety Regulation 2011 s.55C and Managing the risk of psychosocial hazards at work Code of Practice 2022

²⁶ Work Health and Safety Regulation 2011 s.55A to s.55H and Managing the Risk of psychosocial hazards at work Code of Practice 2022

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Officers

Officers have a duty under the WHS Act to exercise due diligence, by ensuring the PCBU complies with the duties under the WHS Act. Officers of Birali Steiner School will exercise due diligence by taking the following reasonable steps:

- acquiring and keeping up-to-date knowledge of work health and safety; and
- understanding the nature of the schools' operations and the associated hazards and risks; and
- ensuring the school has resources and processes to eliminate or minimise risks to health and safety; and
- ensuring the school has processes for receiving, considering and responding to information about incidents, hazards and risks; and
- ensuring processes for complying with work health and safety legislation; and
- auditing and reviewing, work health and safety processes and use of the resources.

Workers

Workers have duties under the WHS Act. Workers of Birali Steiner School have the following duties and will:

- take reasonable care for their own health and safety; and
- take reasonable care that their conduct does not adversely affect others; and
- comply, so far as the worker is reasonably able, with instruction given by the school; and
- co-operate with any reasonable, notified policy or procedure.

Other persons

All other persons have duties under the WHS Act. All other persons at Birali Steiner School have the following duties and will:

- Take reasonable care for their own safety; and
- Ensure their conduct does not adversely affect others; and
- Comply, so far as the person is reasonably able, with reasonable instructions given by the school.

Other roles

Birali Steiner School may establish additional roles or committees to assist in managing the school's work health and safety duties under the WHS Act, these may include:

- Appointing one or more health and safety representatives (HSRs), by election, to represent the workers. The school must hold an election to appoint an HSR where one or more workers makes 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 school must establish an HSC if a request is made by a HSR or it is a requirement under the WHS Regulation.
- Appointing a Work Health and Safety Officer (WHSO), to assist the school 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.

Implementation

Birali Steiner School 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 WHS Act and Regulation:

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

Risk management process

1. Birali's Risk Management Framework provides further guidance on the process and approach to managing risks at the school.
2. Where the approach in the Risk Management Framework does not eliminate the risk to the health and safety of workers and others, the Birali Steiner School must minimise risks, so far as is reasonably practicable, by doing one or more of the following²⁷:
 - a. substituting (wholly or partly) the hazard giving rise to the risk with something that gives rise to a lesser risk.
 - b. isolating the hazard from any person exposed to it.
 - c. implementing engineering controls.
 - d. If a risk then remains the duty holder must minimise the remaining risk, so far as is reasonably practicable, by implementing administrative controls.
 - e. 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.
3. Where the risk relates to sexual harassment or sex or gender-based harassment, the controls considered for implementation by the PCBU must take account of the matters in the WHS Regulation.²⁸

Information, training, instruction and supervision

Birali Steiner School will ensure that appropriate information, training, instruction and supervision is provided to workers to enable them to perform their work without risk to their health or safety, as far as is reasonably practicable. This information, training, instruction and supervision will be suitable and adequate, having regard to:

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

Birali Steiner School will ensure, so far as is reasonably practicable, that the information, training and instruction is provided in a way that is readily understandable by any person to whom it is provided.

Birali Steiner School's Staff Handbook and Compliance Training Schedule provides further guidance on the information, training, instruction and supervision provided to workers at the school.

Consultation, cooperation and issue resolution

Birali Steiner School acknowledges its duty to consult, so far as is reasonably practicable, with workers who carry out work for the school, 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 school, 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 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
- Access information on the outcome of the consultation, in a timely manner.

²⁷ Work Health and Safety Regulation 2011 s.36

²⁸ Work Health and Safety Regulation 2011 s.55F

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If the workers are represented by a HSR, consultation will include the HSR. If one or more workers asks the school to consult with their representative, the consultation will include the worker's representative.

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

Compliance and Monitoring

Incident Reporting

Birali has implemented an Incident Reporting Process which requires workers and other persons to report any hazards or incidents resulting in potential or actual harm to health and safety. The school will regularly monitor, collate and report on hazards and incidents.

Notifiable Incidents

Birali is committed to reporting notifiable incidents to Workplace Health and Safety Queensland in accordance with the WHS Act and Regulation. Notifiable incidents include the death, serious injury or illness of a person or a dangerous incident, in relation to the school. The school 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 an inspector arrives.

Appointment of a Health and Safety Representative (HSR)

Birali 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 school 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 Birali does not have an HSR, the school 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 school does not receive a request to elect an HSR, the notification and invitation will be repeated annually²⁹.

Health and Safety Committee

Birali will establish an health and safety committee within 28 days if requested to do so by an HSR or 5 or more workers³⁰.

Training

Birali Steiner school 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.

Implementing the Processes

Birali will ensure it is implementing 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.

Accessibility of Processes

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

²⁹ Work Health and Safety Act s.50B

³⁰ Work Health and Safety Act s.75

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Complaints Procedure

Suggestions of non-compliance with this policy and any related processes may be submitted as complaints under Birali's Complaints Policy.

Sun Smart Statement

Purpose:	To provide guidelines that: • ensure all children, educators and staff are protected from over-exposure to UV radiation; • ensure the outdoor environment provides shade for children, educators and staff; • ensure children are encouraged and supported to develop independent sun protection skills; • support duty of care and regulatory requirements; and • support appropriate WHS strategies to minimise UV risk and associated harms for educators, staff, students and visitors.
Owner:	Principal
References:	• Occupational Health and Safety Act 2011 • Child Protection Act 1999 (Qld) • Adaptions from Cancer Council's Sunsmart Policy template • Birali Steiner School's Parent Handbook • Birali Steiner School's Work Health and Safety Policy • Birali Steiner School's Risk Framework

Policy

Background

Birali Steiner School includes sun exposure in the Workplace Health and Safety Policy stating:

Skin cancer is a major public health problem in Australia, with two out of three people requiring treatment for some form of skin cancer during their lifetime. Exposure to ultraviolet radiation (UVR) from the sun is a major cause of skin cancer. The incidence of skin cancer can be reduced by minimizing personal UVR exposure.

Sun protection is a very important part of the Health and safety of staff and students especially since Birali Steiner Schools encourages children to be outdoors and engaging in the natural world around them.

Staff at Birali believe it is important to note that Australia is seeing a rise in **Vitamin D deficiency** and acknowledge that this policy strives to create a balanced sun protection policy encouraging children to be in the sun in a sun smart way.

Implementation

Birali Steiner School's Workplace Health and Safety Policy provides the school with the following strategies:

- Where necessary, work (and classes) will be carried out in shaded areas.
- Where necessary, work, including lessons which involve outdoor activities that must occur in the direct sun, will ideally be scheduled before 10:00am (or after 3pm if appropriate). Lessons that are required to take place in direct sun will be at the teacher's discretion, particularly on hot days (over 30 degrees C).
- The availability of shade is considered when planning all outdoor activities guided by the Birali Steiner School Risk Policy.
- The school's Parent Handbook provides information around sun smart clothing, appropriate hats and parents are encouraged to provide SPF 30 (or higher) broad spectrum sunscreen for their individual student's use.
- The school asks parents to apply sunscreen to their child before coming to school.
- Sunscreen is provided and made available for use at all classrooms.
- Teachers are encouraged to prompt students to apply sunscreen 20 minutes before going outdoors and to reapply every 2 hours when outdoors for extended periods.
- Students are encouraged to choose and use available areas of shade when outside in the sun.
- Students who do not have appropriate hats or outdoor clothing are asked to stay undercover.

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- Students and Staff are welcome to wear close-fitting, wraparound sunglasses.
- The school will include sun protection issues in any plans for environmental changes.
- The school will include sun protection procedures in any induction course for new employees.
- A shade assessment is conducted regularly to determine the current availability and quality of shade.
- Staff are expected to role model sun safe practices including sun safe clothing whenever possible, including broad brim hats and shirts with sleeves.
- Parents and wider community members are expected to role model sun safe practices including sun safe clothing whenever possible, when attending school events such as Working Bees or outdoor performances.

Birali Steiner School's Parent Handbook is reviewed on a regular basis and includes the information on sun smart clothing, hats and sunscreen for parents.

Statement on Harmful Plants

Purpose:	This policy provides guidelines for how the school manages student Medical Conditions.
Owner:	Principal
References:	• http://raisingchildren.net.au/articles/dangerous_plants_checklist.html • https://www.childrens.health.qld.gov.au/chq/our-services/queensland-poisons-information-centre/plants-mushrooms/ • https://kidsafeqld.com.au/how-choosing-the-right-plants-can-make-a-fun-and-safe-play-space/

As Birali Steiner School relocated to our new purpose built facility in November 2019, new landscaping has and will continue to be done for the School. The Pre-school space and will not contain poisonous plants due to the age of the children.

When choosing plants for any area of the school, a risk review will be performed prior to planting, to ensure no harm is caused to children. The reference links above provide useful information that can be used during the risk review process.

Managing Psychosocial Risk Procedure

Purpose:	To outline the processes for managing psychosocial risks including sexual harassment and sex and gender-based harassment and prevention plans.
Owner:	Principal
References:	• Work Health and Safety Act 2011 • Work Health and Safety Regulation 2011 • Managing the risk of psychosocial hazards at work Code of Practice 2022 • Birali's Work Health and Safety Policy • WHS Queensland Psychosocial Risk Assessment Tool • WHS Queensland Managing the risk of sexual harassment and sex or gender-based harassment at work Prevention Plan template

Process

(Refer to Work Health and Safety Policy for relevant definitions)

Birali Steiner School has a duty to manage psychosocial risks³¹ and uses the [WHS Queensland Psychosocial risk assessment tool](#) (risk assessment) to manage these risks.

The purpose of the risk assessment is:

- to facilitate the identification and assessment of psychosocial hazards
- apply controls to manage the risk of psychosocial hazards to workers and others
- ensure controls are maintained and regularly reviewed to assess ongoing effectiveness.³²

Identify and consult

The risk assessment will identify psychosocial hazards as defined at s55A of the Work Health and Safety Regulation 2011 (the Regulation) and the Code of Practice³³; and psychosocial hazards contributing to sexual harassment and sex or gender-based harassment at work, as at s55BA of the Regulation.³⁴

When undertaking a risk assessment, Birali will consult with workers that are likely to be directly affected by a psychosocial hazard³⁵. Consultation may include:

- Staff surveys
- Staff meetings
- Session at professional development day/s
- the Health and Safety Representative (HSR)
- emailing staff for feedback

Where a sexual harassment and sex or gender-based harassment risk is identified, the school will prepare a prevention plan³⁶ (see Sexual Harassment Prevention Plan below).

³¹ Work Health and Safety Regulation 2011 s.55C

³² Work Health and Safety Regulation 2011 part 3.1

³³ Managing the risk of psychosocial hazards at work, Code of Practice, 2022

³⁴ Work Health and Safety Regulation 2011 s.55BA

³⁵ Work Health and Safety Act 2011 Part 5, Div 2

³⁶ Work Health and Safety Regulation 2011 s.55H(1)

Assess

In assessing a psychosocial hazard with more than one identified risk, the risk assessment will consider risks to be within the same class e.g. sexual harassment and sex or gender-based harassment and prepare one risk assessment for that class.

However, if a particular risk, within an identified class of risks for a hazard, exposes a worker or other person to a greater, additional or different risk to their health and safety, a separate risk assessment may be created for that particular situation.³⁷

Control

Where it is not possible or reasonably practicable to eliminate the risks to health and safety, Birali must apply the hierarchy of control measures³⁸:

- Substitute (wholly or partly) the hazard, giving rise to the risk with something that gives rise to a lesser risk
- isolate the hazard from any person exposed to it
- implement physical controls.

If a risk remains, Birali will minimise the remaining risk, so far as is reasonably practicable, by implementing administrative controls and/or ensuring the provision and use of suitable personal protective equipment.

When applying controls to manage psychosocial risk³⁹, Birali will consider:

- the duration, frequency or severity of the exposure of workers and other persons to psychosocial hazards
- how the psychosocial hazards may interact or combine
- the design of work, including job demands and tasks
- the systems of work, including how work is managed, organised and supported
- the design and layout, and environmental conditions, of the workplace, including safe access, egress, and for any premises occupied by a worker, adequate privacy and security to minimise the risk of violence aggression or harassment
- the plant, substances and structures at the workplace
- workplace interactions or behaviours
- information, training, instruction and supervision provided.

In addition to the above, when applying controls to manage sexual harassment or sex or gender-based harassment⁴⁰, the school will consider:

- matters relating to characteristics of the workers, including age; gender; sex; sexual orientation; and disability
- matters relating to characteristics of the workplace or work environment, including:
 - a work environment that may give rise to a workplace culture, or system of work, in which unacceptable or inappropriate behaviour is, or may be, permitted
 - a lack of diversity in the workplace generally or in particular decision-making positions
 - other matters about the workplace or work environment that may affect a person's behaviour in relation to a worker.

³⁷ Work Health and Safety Regulation 2011 s.12

³⁸ Work Health and Safety Regulation 2011 s.36

³⁹ Work Health and Safety Regulation 2011 s.55D

⁴⁰ Work Health and Safety Regulation 2011 s.55F

Review

Birali will review risk assessments for psychosocial risks (excluding sexual harassment or sex or gender-based harassment) and as necessary revise control measures at least annually, or sooner if:

- there is a notifiable incident
- workplace monitoring indicates a control measure is no longer effectively managing risk
- when there is a workplace change that introduces new or different risks
- when a new hazard is identified
- following consultation with workers or a health and safety representative (HSR) where a control measure will affect their work group's safety⁴¹.

Sexual Harassment Prevention Plan

Where a risk of sexual harassment or sex or gender-based harassment is identified by the risk assessment, the school will prepare a prevention plan⁴², using the [WHS Queensland Prevention Plan Template](#) (Prevention Plan).

The purpose of the prevention plan is to individually identify each risk, the control measures and matters considered by the school in determining the control measures.

The prevention plan will also outline the consultation with workers (see consultation methods above), and the procedure for dealing with reports of harassment. The school will implement the plan and ensure workers are aware of the plan and how to access it.

Following a report of harassment, or if the Health and Safety Committee (HSC) or Health and Safety Representative (HSR) requests a review, the plan will be reviewed as soon as practicable. Otherwise, the plan will be reviewed every 3 years⁴³.

⁴¹ *Work Health and Safety Regulation 2011* s.38

⁴² *Work Health and Safety Regulation 2011* s.55H(1)

⁴³ *Work Health and Safety Regulation 2011* s.55H(2)

Other WHS Processes

Owner:	Principal
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Safety Equipment

The most visible safety equipment is fire extinguishers and hydrant. Staff members are advised to familiarise themselves with the placement and method of operation of such equipment by reading the instructions provided with the equipment or supplier. Regular in-service training in the use of this equipment will occur (at least once per year and as part of the induction of new staff). Other safety equipment includes:

- security sensors and alarms
- cones
- bunting, etc.

Safety equipment also includes personal protective equipment (such as Hi-vis clothing, safety glasses and gloves, hard hats, etc). If you are directed to wear personal protective equipment you must do so and also wear it in the proper manner.

Manual Handling

Careless lifting and carrying can cause serious injury. Whenever practicable, heavy lifts are to be made by mechanical means. If manual handling is unavoidable:

- size up the load and seek help if necessary;
- position the feet correctly, as close as possible to the object to be lifted;
- bend knees and get a secure grip;
- maintain a straight back and ensure you are comfortable;
- take a deep breath, keep your head erect and lift by straightening your legs;
- keep your back straight, your arms in and your elbows and knees slightly bent;
- when carrying a load, hold it close to the body and avoid twisting the back; and
- when lowering the load, follow the procedure in reverse, keeping the back straight.

Computer Workstations

Some school employees spend a great deal of time sitting in the one position at a computer. For this reason, correct posture, a correctly adjusted seat and correct positioning of the keyboard and monitor are important.

To adjust your seat correctly, adjust the height so your feet rest firmly on the floor and your weight is through your feet. Thighs should be fully supported except for a two-finger width space behind the knees. Adjust the back rest depth to achieve this.

Maintain a relaxed posture where:

- your shoulders are relaxed
- your elbows are by your side
- your forearms and hands are parallel to the ground
- your wrists are not bent when using the keyboard
- you are seated at a comfortable distance from the keys (the length of your forearm away).

Ideally the top of the screen should be approximately at eye level and about 60-70 cm from your eyes. Your neck should be at rest and relaxed.

You should be able to maintain the recommended seating position when using the keyboard. The keyboard should be placed 6-7 cm from the edge of the table surface to allow the wrist/forearm to rest when you are not keying.

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The document you are working on and the screen should be the same distance from your eyes. Use a document holder which allows you to place the documents in the most convenient position. The document should be placed:

- in a level position beside the screen when the keyboard is in the central position or
- directly below the screen just above the keyboard.

Altering the angle of your screen may overcome problems with glare and reflection; however, your screen should only tilt 5 degrees upwards. Generally, the best position for the screen is at right angles to the window and parallel to overhead fluorescent lights. The contrast of text and background on the screen should be adjusted to a moderate level. It is also desirable to have an outlook on which to rest the eyes occasionally.

Maintenance Works

Maintenance on High Risk items must be done by licensed contractors as per relevant legislation. Such things include:

- Electrical Test and Tag
- Mains Electrical Installation or Repair
- Mains Water supply maintenance or repair
- Fire Safety Equipment maintenance or repair
- Septic System maintenance and repair

For equipment, grounds or building maintenance and repairs carried out by Birali Steiner School Staff and/or volunteers, appropriate PPE and safety zone/barrier placement must be used to ensure safety for safety for passing children/staff/parents.

Electrical Safety Test & Tag

- Annual Electrical Test & Tag across the Whole School
- 6-monthly for Workshops including Classroom Workshops & Maintenance Officer Workshop Tools & Cleaning Equipment
- “New To Service” Tags to be put on new cables when purchased in between cycles of testing.

Food Safety

All staff and volunteers working with food at Birali are required to complete the online “Do Food Safely” course and provide the certificate of completion to Birali Steiner School.

Birali Steiner School also requires staff and volunteers to adhere to the Safe Food Handling Guidelines available on our website.

Working on site after hours

Refer to Birali’s Working After Hours Protocol in the Staff Handbook.

Appendix 1 – Psychosocial Risk Assessment & Plan

Workplace data	Yes	No	Comments (reasons for your assessment)
Are there any indications when looking at employee sick leave, with or without certificates, which show relevant trends (e.g. headaches, recurrent colds or flu and musculoskeletal disorders)?	☐	☒	
Are there any departments, units, roles or positions that are showing higher levels of sick leave compared with others?	☐	☒	
Are there any cases of annual or long service leave (or non-usage) as a result of psychological risk factors or work-related stress (e.g. using annual leave when sick leave is depleted or not using annual leave due to work pressure)?	☐	☒	
Are there cases of workers' compensation for psychological injuries (e.g. post-traumatic stress disorder, anxiety and/or depression)?	☐	☒	

Workplace data	Yes	No	Comments (reasons for your assessment)
Are there trends or common themes in complaints or workplace grievances?	☐	☒	
Are there trends in the Employee Assistance Program (EAP) usage and types of issues managed (e.g. look at available trend data provided in de-identified EAP usage reports)?	☐	☒	
Are there incident reports/complaints indicating trends of particular psychosocial hazards or psychological injuries (what are these?)	☐	☒	
Are there industrial relations records or disputes that link to psychosocial hazards in the workplace?	☐	☒	

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Workplace data	Yes	No	Comments (reasons for your assessment)
If psychosocial hazards are raised during consultation with workers (e.g. discussed at meetings), are they recorded (e.g. included in meeting minutes)?	☒	☐	
Are these records actioned in a timely manner as part of existing risk management processes?	☒	☐	
Do meeting minutes show trends of psychosocial hazards or unresolved issues (e.g. workload or change in work roles)?	☐	☒	
Are worker surveys or assessments conducted that indicate any trends of psychosocial hazards within the workplace?	☐	☒	To be included in a staff survey

Workplace data	Yes	No	Comments (reasons for your assessment)
Has consultation with workers identified the presence of psychosocial hazards at work? Has consultation highlighted concerns regarding effects of the workplace environment on their health and safety?	☐	☒	
Does the organisation have policies and procedures relating to psychological health and safety at work?	☒	☐	
Are workers aware of the organisation's psychological health and safety policies and procedures?	☒	☐	
Have workers been provided with instruction and training in these?	☒	☐	

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Workplace data	Yes	No	Comments (reasons for your assessment)
Is there evidence of training currency and adherence to the organisation's psychological health and safety policies and procedures?	☒	☐	
Additional comments?			

Direct observation	Yes	No	Comments (reasons for your assessment)
Are there adequate staff to complete tasks? Are positions backfilled when employees leave or are on leave for an extended period of time? Is this done in a timely manner?	☒	☐	As a growing school, there is regular review and assessment of roles and workloads, particularly when planning the next year budget.
Is there an adequate skill mix of staff to perform required tasks?	☒	☐	

Direct observation	Yes	No	Comments (reasons for your assessment)
Are any workers showing signs of distress (e.g. verbal abuse, openly criticising others or the organisation, general frustration with work environment, incivility, increased sick leave, low morale, lack of engagement or appearing socially withdrawn, working longer hours, changes in mood/appearance)?	☒	☐	There are times where this is noticeable and when noticed, we aim to discuss and understand the potential causes and remedies possible.
Do workers communicate respectfully and is conflict managed appropriately?	☒	☐	Generally staff are able to manage conflict reasonably, either directly or with assistance.
Do workers attend work showing signs of physical illness (i.e. colds and flus)?	☒	☐	Rarely, when noticed by colleagues and leadership, this is discussed with the individual and recommendation to go home and rest is given.
Additional comments?			

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Workplace Systems	Yes	No	Comments (reasons for your assessment)
Is there a system to report inappropriate behaviors within the workplace (sexual harassment, bullying, violence and aggression)?	☒	☐	
Is there a system to manage worker's complaints and reported incidents that relate to psychosocial hazards?	☒	☐	
Have responsible managers/workers received appropriate training regarding responding and managing these complaints or incidents?	☒	☐	
Is appropriate training available and provided to support Managers perform their role?	☒	☐	

Workplace Systems	Yes	No	Comments (reasons for your assessment)
Do workers have clear and up-to-date role descriptions that reflect their role and responsibilities and reporting structures?	☒	☐	
Are there procedures relevant to performing duties and reporting?	☒	☐	
Is appropriate training available and provided to support workers perform their role?	☒	☐	
Are affected workers consulted regarding their work tasks, safety assessments and review/implementation of procedures?	☒	☐	

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Workplace Systems	Yes	No	Comments (reasons for your assessment)
Is training provided to support workers/ managers to identify and respond to early warning signs of distress?	☒	☐	
Is there a system to address any early signs of distress that are identified (e.g. verbal abuse, openly criticising others or the organisation, general frustration with work environment, incivility, increased sick leave, low morale, lack of engagement, change in mood/appearance)?	☒	☐	
Are systems in place to report psychosocial hazards and psychological injuries?	☒	☐	
If so, are psychological injuries and hazards being reported and action taken in response to these reports?	☐	☐	

Workplace Systems	Yes	No	Comments (reasons for your assessment)
Is there evidence of underreporting (e.g. workcover claims data or other data records within the workplace)- and what does this show?	☐	☒	
Additional comments?			

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Risk management plan

If you identified any risk that required follow up during step two, you should identify and implement risk controls. Adapt and use this risk management plan template and use the risk controls provided in the toolkit as a guide to help you.

Priority	Risk factors to be addressed	Cause	Existing control(s)	Additional controls to be implemented	Person responsible	Review date	Sign off on completion
1	Stress	* continual technology advancements	* Onsite IT support generally available. * Striving to share updates when known * provide professional development.	* Increasing IT training * Reviewing change management practices	Birali Leadership Team	November 2026	
2	Stress	Continual Compliance demands	* Use ISQ templates for support. * do refreshers at staff PD days.	* investigate software applications that help to manage Compliance.	Birali Leadership Team	November 2026	
3	Stress and dissatisfaction	Low Job Control	* Consultation and collaboration in decision making (e.g. through College).		Birali Leadership Team	November 2026	
4	Stress	* Low Role Clarity * Role changes as the school grows	* Regular check ins w staff * Clear Job Descriptio	Peer to peer mentoring program * reviewing and developing appraisal processes.	Birali Leadership Team	November 2026	
5	#4 continued.	* Difficulty understanding Steiner Pedagogy/philosophy and expectations	* Professional development for all staff.		Birali Leadership Team	November 2026	
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Review of control implementation plan

Are control measures in place? ☐ Yes ☐ No

Comment:

Are controls eliminating or minimising the risk to an acceptable residual risk level? ☐ Yes ☐ No

Comment:

(Attach copies of documentation to support this.)

Are there any new or remaining risks which need further attention? ☐ Yes ☐ No

Comment:

Who was involved/consulted in the review?

Name:		Name:		Name:	
Position:		Position:		Position:	
Signature:		Signature:		Signature:	
Date:		Date:		Date:	