

WORKPLACE HEALTH & SAFETY

PURPOSE

The purpose of this policy is to outline the Australian International Islamic College governance framework for achieving excellence in health and safety and the protection of the environment in which it operates.

This policy supports the College's compliance with Section 15 of the Education (Accreditation of Non-State Schools) Regulation 2017, including obligations under the Work Health and Safety Act 2011, the Working with Children (Risk Management and Screening) Act 2000, and the Child Safe Organisations Act 2024.

SCOPE

Australian International Islamic College board, all officers, all workers and other persons at the school, including students and parents

Responsibility: The governing body holds ultimate responsibility for ensuring compliance with all relevant health and safety legislation. The Principal and Workplace Health and Safety Officer are responsible for the implementation, monitoring and day-to-day management of this policy.

POINT OF CONTACT

Workplace Health and Safety Officer

Approved By: College Board	Status: Approved
Contact: Principal	Review Date: April 2027
Date Approved: May 2026	Reviewed: Annually
This policy may be updated or revised from time to time. All updates to this policy will be formally approved by the Board and communicated to relevant stakeholders.	

Policy Statement

Australian International Islamic 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. Hazards and risks to health and safety will be eliminated or minimised, 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 Australian International Islamic College will ensure, so far as is reasonably practicable:

- that the school complies with all legislation relating to health and safety;
- to eliminate or minimise all workplace hazards and risks as far as is reasonably practicable;
- to provide information, instruction and training to enable all workers to work safely;
- to supervise workers to ensure work activities are performed safely;
- to consult with and involve workers on matters relating to health, safety and wellbeing
- to provide appropriate safety equipment and personal protective equipment;
- to provide a suitable injury management and return to work program

Psychosocial Hazards

The College recognises psychosocial hazards as risks to mental health and wellbeing. These include, but are not limited to:

- Work-related stress and excessive workload
- Bullying, harassment or discrimination
- Exposure to traumatic events
- Student behavioural risks impacting staff
- Parent or community conflict
- Poor organisational communication or role clarity

The College will:

- Identify psychosocial hazards through consultation and reporting processes
- Assess risks to mental health and wellbeing
- Implement control measures, including staff support, training and workload management
- Provide access to appropriate wellbeing services
- Monitor and review psychosocial risk controls regularly

These measures apply to staff, students, parents/guardians and visitors.



This commitment is in line with Australian International Islamic College responsibility under the *Education (Accreditation of Non-State Schools) Regulation 2017* to comply with the requirements of the *Work Health and Safety Act 2011*.

Student Health, Safety and Wellbeing

Australian International Islamic College is committed to promoting and protecting the physical, psychological, emotional and cultural wellbeing of all students.

The College recognises that student wellbeing is fundamental to learning, engagement, safety and positive educational outcomes. The College will take all reasonably practicable steps to provide a safe, supportive and inclusive environment that protects students from harm and promotes respectful relationships and positive behaviour.

This includes:

- Maintaining effective student safeguarding and child protection practices
- Promoting a culture of respect, inclusion and dignity
- Implementing processes to prevent and respond to bullying, harassment, discrimination and harmful behaviours
- Supporting students experiencing mental health, wellbeing or emotional concerns
- Providing appropriate supervision of students during school activities
- Managing risks associated with excursions, camps, transport and co-curricular activities
- Maintaining appropriate emergency management and critical incident response procedures
- Providing safe physical learning environments and facilities
- Supporting students with additional needs, vulnerabilities or health conditions through reasonable adjustments where appropriate
- Encouraging students to report safety and wellbeing concerns
- Engaging with parents/carers and external agencies where necessary to support student safety and wellbeing

The College acknowledges that student wellbeing includes both physical and psychosocial safety. Psychosocial risks affecting students may include:

- bullying or cyberbullying,
- social isolation,
- exposure to harmful behaviours,
- trauma,
- family or community conflict,
- discrimination,
- inappropriate conduct,
- unsafe online environments, and
- mental health concerns.

The College will implement prevention, early intervention and response strategies to support student wellbeing and minimise foreseeable risks of harm.

The governing body, principal and staff share responsibility for maintaining a child-safe and wellbeing-focused culture consistent with:

- the Child Safe Organisations Act 2024,
- the Child Safe Standards,
- student protection obligations,
- and the College's duty of care responsibilities.

Definitions

Definitions relevant to this policy include:

- Person Conducting a Business or Undertaking
- Officer
- Dangerous incident
- Due diligence
- Health and safety representative
- Reasonably practicable
- Serious injury or illness
- Worker

Responsibilities

Australian International Islamic College acknowledges that a duty under the *Work Health and Safety Act 2011* and the *Work Health and Safety Regulation 2011* cannot be transferred or delegated to another person.

Australian International Islamic College also acknowledges that in accordance with the *Work Health and Safety Act 2011* and the *Work Health and Safety Regulation 2011*:

1. More than one person can concurrently have the same duty
2. Each duty holder must comply with that duty to the standard required by the legislation even if another duty holder has the same duty
3. If more than one person has a duty for the same matter, each person—
 - a. retains responsibility for their duty in relation to the matter; and
 - b. must discharge their duty to the extent to which they have the capacity to influence and control the matter or would have had that capacity but for an agreement or arrangement purporting to limit or remove that capacity; and
 - c. 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

The specific roles and responsibilities of a Person Conducting a Business or Undertaking, Officers, Workers and Other Persons are outlined below.

Person Conducting a Business or Undertaking

In its legal role as a *Person Conducting a Business or Undertaking*, Australian International Islamic College must undertake its role and responsibilities under the *Work Health and Safety Act 2011* and the *Work Health and Safety Regulation 2011* as follows:

Australian International Islamic College will ensure, so far as is reasonably practicable, the health and safety of:

- a. Workers engaged, or caused to be engaged by the school; and
 - b. Workers whose activities in carrying out work are influenced or directed by the school; while they are at work in the school.
2. Australian International Islamic College will ensure, so far as is reasonably

- practicable, 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.
3. Australian International Islamic College will also ensure, so far as is reasonably practicable—
 - a) the provision and maintenance of a work environment without risks to health and safety; and
 - b) the provision and maintenance of safe plant and structures; and
 - c) the provision and maintenance of safe systems of work; and
 - d) the safe use, handling and storage of plant, structures and substances; and
 - e) the provision of adequate facilities for the welfare at work of workers in carrying out work for the school, including ensuring access to those facilities; and
 - f) the provision of any information, training, instruction or supervision that is necessary to protect all persons from risks to their health and safety arising from work carried out as part of the conduct of the school; and
 - g) that the health of workers and the conditions at the school are monitored for the purpose of preventing illness or injury of workers arising from the conduct of the school.
 5. Australian International Islamic College will ensure, so far as is reasonably practicable, that the school, the means of entering and exiting the school and anything arising from the school are without risks to the health and safety of any person.
 6. Australian International Islamic College will ensure, so far as is reasonably practicable, that the fixtures, fittings and plant are without risks to the health and safety of any person.
 7. Australian International Islamic College will ensure the provision of consultation, cooperation and issue resolution in relation to work health and safety as required under the relevant provisions of the legislation
 8. Australian International Islamic College will ensure compliance when reporting notifiable incidents under the relevant provisions of the legislation
 9. Australian International Islamic College governing body must also undertake its role and responsibilities under the *Education (Accreditation of Non-State Schools) Regulation 2017* by complying with the *Work Health and Safety Act 2011*.

Officers

In their legal role as Officers, Australian International Islamic College's board members, principal and members of the executive leadership team must undertake their role and responsibilities under the *Work Health and Safety Act 2011* and the *Work Health and Safety Regulation 2011* as follows:

1. If Australian International Islamic College has a duty or obligation under the legislation, an officer will exercise due diligence to ensure that the school complies with that duty or obligation.
2. Due diligence includes taking reasonable steps—
 - a. to acquire and keep up-to-date knowledge of work health and safety matters; and
 - b. to gain an understanding of the nature of the operations of Australian International Islamic College and generally of the hazards and risks associated with those operations; and
 - c. to ensure that Australian International Islamic College has available for use, and uses, appropriate resources and processes to eliminate or minimise risks to health and safety from work carried out as part of the conduct of the school; and
 - d. to ensure that Australian International Islamic College has appropriate processes for receiving and considering information regarding incidents, hazards and risks and responding in a timely way to that information; and
 - e. to ensure that Australian International Islamic College has, and implements, processes for complying with any duty or obligation of the school under the legislation; and
 - f. to verify the provision and use of the resources and processes mentioned above.

Officers will also ensure that appropriate systems are in place to manage psychosocial risks and to maintain a safe and supportive environment for all members of the College community.

Workers

In their legal role as Workers, employees of Australian International Islamic College 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, must undertake their role and responsibilities under the *Work Health and Safety Act 2011* and the *Work Health and Safety Regulation 2011* as follows:

1. take reasonable care for his or her own health and safety; and

2. take reasonable care that his or her acts or omissions do not adversely affect the health and safety of others; and
3. comply, so far as the worker is reasonably able, with any reasonable instruction that is given by Australian International Islamic College to allow compliance with the legislation; and
4. co-operate with any reasonable policy or procedure of Australian International Islamic College relating to health or safety at the school, that has been notified to workers.

Responsibilities of Others at the School

In their legal role as Other Persons at the school, board members, students, parents and visitors, must undertake their role and responsibilities under the *Work Health and Safety Act 2011* and the *Work Health and Safety Regulation 2011* as follows:

1. take reasonable care for his or her own health and safety; and
2. take reasonable care that his or her acts or omissions do not adversely affect the health and safety of others; and
3. comply, so far as the person is reasonably able, with any reasonable instruction that is given by Australian International Islamic College

Working with Children Compliance

The College confirms compliance with the Working with Children (Risk Management and Screening) Act 2000.

This includes:

- Maintaining a compliant Blue Card system
- Ensuring all relevant staff, volunteers and contractors hold valid clearances
- Implementing child-related risk management strategies
- Monitoring and maintaining compliance records

Child Safe Organisations Compliance

The College acknowledges its obligations under the Child Safe Organisations Act 2024 and is committed to implementing the Child Safe Standards and Universal Principle.

The governing body ensures oversight of child safety practices, policies and culture to maintain a safe environment for all students.

Implementation

The College implements this policy in accordance with the Work Health and Safety Act 2011 and the Work Health and Safety Regulation 2011. This includes both physical and psychosocial risk management processes.

In practice, Australian International Islamic College commitment to protecting workers and other persons against harm to their health and safety means that it will implement the following measures in line with:

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

Further details of these measures are provided below.

Risk management process

Australian International Islamic College Risk Management Policy provides further guidance on the process and approach to managing risks at the school.

Provide information, training, instruction and supervision

In accordance with the *Work Health and Safety Act 2011* and the *Work Health and Safety Regulation 2011*, Australian International Islamic College 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.

Australian International Islamic College 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.

Australian International Islamic College Risk Management Policy provides further guidance on the information, training, instruction and supervision provided to workers at the school.

Provide for consultation, cooperation and issue resolution

Australian International Islamic College acknowledges its duty to consult, so far as is reasonably practicable, with workers who carry out work for the business or undertaking, who are or are likely to be, directly affected by a matter relating to work health or safety. Where more than one person has a duty for the same matter, each person, 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.

Australian International Islamic College will consult with workers in relation to the following health and safety matters in accordance with the *Work Health and Safety Act 2011* and the *Work Health and Safety Regulation 2011*:

- a) when identifying hazards and assessing risks to health and safety arising from the work carried out or to be carried out by the school;
- b) when making decisions about ways to eliminate or minimise those risks;
- c) when making decisions about the adequacy of facilities for the welfare of workers;
- d) when proposing changes that may affect the health or safety of workers;
- e) when making decisions about the procedures for—
 - (i) consulting with workers; or
 - (ii) resolving work health or safety issues at the workplace; or
 - (iii) monitoring the health of workers; or
 - (iv) monitoring the conditions at any workplace under the management or control of Australian International Islamic College or
 - (v) providing information and training for workers; or
- f) when carrying out any other activity prescribed under the relevant legislation.

When consulting with workers, Australian International Islamic College will ensure:

- a) that relevant information about the matter is shared with workers; and
- b) that workers be given a reasonable opportunity—
 - (i) to express their views and to raise work health or safety issues in relation to the matter; and
 - (ii) to contribute to the decision-making process relating to the matter; and
- c) that the views of workers are taken into account by Australian International Islamic College
- d) that the workers consulted are advised of the outcome of the consultation in a timely way; and
- e) that records of the consultation process and outcome are retained

Australian International Islamic College Complaints Handling Policy and Procedures provide further guidance on resolving work health and safety issues.

Training

Australian International Islamic College 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

Australian International Islamic College 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 at aiic.qld.edu.au and will be available on request from the school administration.

Complaints Procedure

Suggestions of non-compliance with this policy and any related processes may be submitted as complaints under Australian International Islamic College Complaints Handling Policy.

Compliance and Monitoring

In line with the *Work Health and Safety Act 2011* and the *Work Health and Safety Regulation 2011* and its duties Australian International Islamic College is committed to monitoring the health of workers and the conditions at the school.

Australian International Islamic College has implemented an Incident Reporting Form (copies kept with administration) which requires workers and other persons to report any hazards or incidents resulting in potential or actual harm to health and safety. Australian International Islamic College will regularly monitor, collate and report on hazards and incidents in accordance with the *Work Health and Safety Act 2011* and the *Work Health and Safety Regulation 2011*.

Australian International Islamic College is also committed to reporting notifiable incidents to Workplace Health and Safety Queensland in accordance with the *Work Health and Safety Act 2011* and the *Work Health and Safety Regulation 2011*. Notifiable incidents include the death, serious injury or illness of a person or a dangerous incident, arising out of the conduct of the school.

Regulatory Compliance

This policy is designed to ensure compliance with:

- Work Health and Safety Act 2011 (Qld)
- Work Health and Safety Regulation 2011 (Qld)
- Working with Children (Risk Management and Screening) Act 2000
- Child Safe Organisations Act 2024
- Education (Accreditation of Non-State Schools) Regulation 2017

Appendix A:

Psychosocial Hazard Reporting Template

This template is to be used by any staff member to report a psychosocial hazard or incident in the workplace. All reports are confidential and will be managed in line with the AIIC Risk Management Policy.

1. Reporter Details

Name: _____

Position: _____

Campus/Location: _____

Date of Report: _____

2. Incident or Hazard Description

Date and Time of Incident/Hazard: _____

Location of Incident/Hazard: _____

Describe what happened (include who was involved, what was said or done, and the impact on you or others):

3. Type of Psychosocial Hazard (tick all that apply)

- ☐ High workload or time pressure
- ☐ Bullying or interpersonal conflict
- ☐ Exposure to traumatic content
- ☐ Lack of support or supervision
- ☐ Role ambiguity or conflicting demands
- ☐ Workplace isolation or exclusion
- ☐ Other (please describe): _____

4. Action Taken (if any)

Describe any actions you have already taken or support you have sought (e.g. EAP, supervisor conversation):

5. Desired Outcome

What would you like to see happen in response to this report?

6. Signature

Signature: _____