

SAFE AT TAFE



EVERY DAY AT WORK AND STUDY

FW 789
Work Health, Safety and Environment
Management System Framework



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INTRODUCTION

TAFE Queensland is a statutory body and the largest, most experienced provider of vocational education and training in Queensland. It delivers high quality training solutions to meet the needs of students and industry, directly and in partnership with other organisations.

Safety First is one of TAFE Queensland's core organisational values. TAFE Queensland believes that when its staff are healthy and well it can create work environments that are safe and inclusive, which enables it to deliver excellence in vocational education and training. By staff personally modelling and teaching health, safety and environmental best practice, our students become WHSE leaders when they enter the workforce.



1 SAFE AT TAFE
MANAGEMENT
SYSTEM



APPROXIMATELY
4,000
EMPLOYEES



500
PROGRAM AREAS
AND EDUCATIONAL
QUALIFICATIONS



6
REGIONS
ACROSS QLD



50
LOCATIONS
ACROSS QLD



EDUCATION AND
TRAINING TO
122,000
STUDENTS/YEAR

Purpose

TAFE Queensland has legal, moral and social duties to ensure the health, safety and wellbeing of workers, students, and visitors and to sustainably manage its impact on the environment (WHSE). It achieves this by implementing a health, safety and environmental management system, called **Safe at TAFE**, which is a fundamental part of TAFE Queensland's governance arrangements for the business.

This key document explains **Safe at TAFE** processes for being a Safety First and environmentally sustainable organisation by:

- Promoting a culture that values the health and wellbeing of its people
- Creating healthy, safe and inclusive workplaces
- Preventing environmental harm and promoting sustainability
- Meeting various WHSE obligations under legislation

Safe at TAFE documents set the minimum WHSE requirements for workers, students and others to follow at TAFE Queensland.

USING THIS DOCUMENT

Who is this document relevant to?

This document has been developed to guide:

- TAFE Queensland's Senior Executives and others who may be deemed officers with duties under the [Work Health and Safety Act 2011](#)
- Other Executives, Managers and Supervisors who are responsible to manage risks to health, safety, wellbeing and the environment
- All workers with responsibilities or duties under safety and environmental legislation
- Key stakeholders so they are aware of TAFE Queensland's WHSE expectations and requirements.

This document is also useful to Health and Safety Representatives and other stakeholders, such as the Department of Youth Justice, Small Business, Employment and Training who is the Person Conducting a Business or Undertaking which shares responsibility for the land and buildings TAFE Queensland uses to conduct its business.

See 4. Stakeholder Benefits and 6. Responsibilities and MOU and Licence Agreement between DYJESBT and TAFE Queensland.

What does this document do?

This document:

- Provides a high level guide on how TAFE Queensland systemically manages WHSE across its business
- Outlines what **Safe at TAFE** is and how it enables effective WHSE management
- Links to information and tools to enable implementation of **Safe at TAFE**

What doesn't this document do?

Detailed information about how to perform specific WHSE risks processes or activities is not included. Links are provided to documents which provide this information.

1. OUR BUSINESS

1.1 Our Business Context

Our Vision

TAFE Queensland's vision is to be the leading provider of vocational education and training that is at the heart of community success.

Our Mission

By holding true to these values and keeping customers at the centre of everything it does, TAFE Queensland will continue to strengthen its reputation as a leading provider of high quality education and training.

Our Core Business

Vocational Education and training services
Academic quality and issue of awards
Student support services
Industry engagement
Development of training and assessment material
Operate within Australia's Vocational Education and Training Quality Framework

Our Services

Academic development and delivery
Quality and Assurance
Business Development and Marketing
Information Technology
Corporate Services
Facilities and Operations

1.2 Our Core Values

Our core values support our commitment to health, safety, wellbeing and environmental sustainability by informing our decision making, actions and behaviour.



Safety First

Everyday actions by everyone to be healthy, safe, well and sustainable which delivers measurable improvements in WHSE leadership, culture and outcomes.



Working together

Our people demonstrating a one TAFE mindset, working together to achieve our business and WHSE goals and objectives.



Focusing on our customer

TAFE Queensland students are provided healthy and safe learning environments, supportive of their wellbeing and given the skills to be health, safety and environmental leaders in industry.



Showing initiative

Improving our WHSE processes and systems to promote health, safety, wellbeing and sustainably now and in the future, through review, feedback and technological uptake.



Taking responsibility

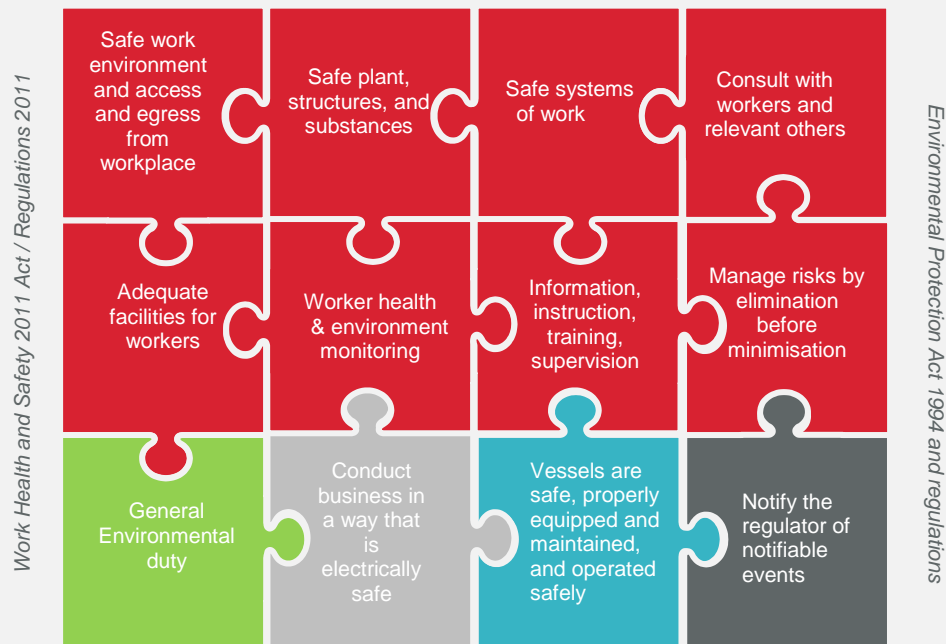
Taking responsibility for ourselves and being responsible and respectful to each other, our students and communities to build a healthy, safe, inclusive and sustainable TAFE Queensland.

1.3 Our Legal and Other Requirements

The [Work Health and Safety Act 2011 \(Qld\)](#), [Environment Protection Act 1994 \(Qld\)](#) and associated regulations are key WHSE legislative instruments relevant to TAFE Queensland's business. TAFE Queensland manages its work, health, safety and environmental obligations in accordance with TAFE Queensland's [221 PR Compliance Procedure](#).

Organisational obligations as stipulated under the WHS Act, set the minimum standards for work, health, safety and environment at TAFE Queensland. Codes of Practice set the minimum levels for risk control that must be implemented. TAFE Queensland collaborates with other organisations so that everyone meets their legal requirements.

Figure 1: Key TAFE Queensland WHSE Duties



- Building Fire Safety Regulation 2008*
- Electrical Safety Act 2002*
- Electrical Safety Regulation 2013*
- Environment Protection Act 1994*
- Environment Protection Regulation 2019*
- Environment Protection Policies – air, noise, water and wetland, waste*
- Public Health Directives*
- Transport Operations (Marine Safety) Act 1994*
- Workers Compensation and Rehabilitation Act 2003*
- Workers Compensation and Rehabilitation Regulation 2014*
- Australian Standards mentioned in legislation*

General environmental duty
 Not to carry out an activity that may cause harm without taking measures to prevent or minimise the harm

2. SAFE AT TAFE MANAGEMENT SYSTEM

2.1 Overview

Safe at TAFE is TAFE Queensland's approved management system for its health, safety and environmental business functions.

It outlines the systematic actions needed across the business to promote health, safety, wellbeing and environmental sustainability, wherever and whenever work occurs. These actions are aligned to benchmark requirements in Australian and international standards for health, safety and environmental management systems and legal obligations.

Safe at TAFE applies to all workers undertaking work with or for TAFE Queensland or others who are visiting or studying at one of its workplaces. It is everyone's responsibility to be Safety First through the application of **Safe at TAFE** in everything we do.

Purpose

Strengthen the WHSE culture based on business values
Achieve WHSE goals and strategic directions

Functions

Provide the range of WHSE business processes needed to manage WHSE consistently across the state.

Features

- 1) **Safe at TAFE** framework, policies and procedures
- 2) intranet containing relevant WHSE information and
- 3) an electronic, integrated **Safe at TAFE** management system that will provide the necessary tools to deliver WHSE effectively

2.2 Goal and Vision

WHS Vision

By being Safety First our workers are healthy and well which enables us to deliver excellence in vocational education and training, as well as, future WHSE leaders.

Social and Environmental Sustainability Vision

At TAFE Queensland we believe that vocational education and training has a key role to play in the achievement of the Global Sustainability Goals and to make sure we leave a better planet for future generations.

Figure 2: WHSE Goal



EVERY DAY AT WORK AND STUDY

2.3 Integrated WHSE



Health and Wellbeing

Includes physical health and mental wellbeing, health hazard identification and management, health surveillance, health and wellbeing promotion, claims and injury management



Safety

Includes planning, governance, WHSE risk assessment and assurance activities, communication and consultation, training, compliance, plant and equipment safety

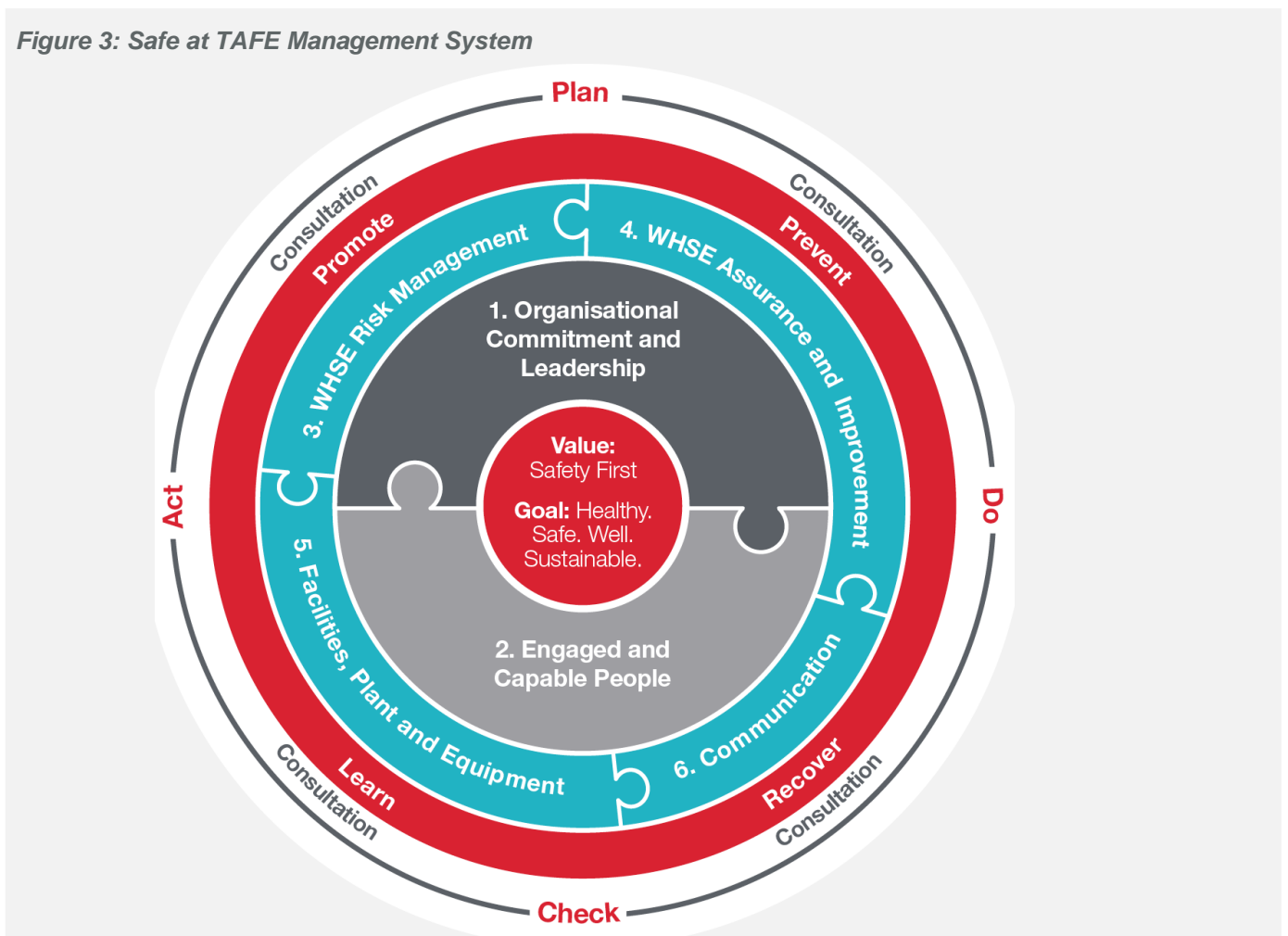


Environment

Includes pollution prevention, air quality, responsible consumption and production, waste management, environmental noise, land and water, carbon emissions

2.4 Safe at TAFE Calls to Action

Figure 3: Safe at TAFE Management System



Safe at TAFE consists of six (6) calls to action that are necessary to deliver TAFE Queensland's **Safety First** value and achieve its WHSE goal (bullseye).

The commitment, leadership and accountability of TAFE Queensland's leaders (Call to Action 1) and the capability and engagement of healthy and well workers (Call to Action 2) are at the centre of the **Safe at TAFE** management system. They are essential for its success.

By working together our leaders and workers can deliver healthy, safe and sustainable work and learning environments through processes that identify and mitigate risks to workers, students, others and the environment (Call to Action 3) and check the effectiveness of these risk controls (Call to Action 4).

They are supported by processes that ensure adequate facilities, address the health, safety and sustainability of the built environment, plant and equipment (Call to Action 5) and communicate relevant WHSE information and learnings in a timely manner (Call to Action 6).

Good WHSE performance depends on all calls to action being put into practice.

Call to Action 1.
Commitment and Leadership
Our leaders lead the way

- Policy, Strategy, Planning
- Governance and Accountability
- Leadership and Culture

Call to Action 2.
Engaged and Capable People
Our people are healthy, well, trained and engaged

- Consultation, Cooperation and Coordination
- Training and Capability
- Healthy and Well

Call to Action 3.
WHSE Risk Management
Our risks are identified and controlled

- Hazard Identification and Risk Control
- Risk Assessment Tools
- Emergency Preparedness

Call to Action 4.
WHSE Assurance and Improvement
Our risk controls, processes are checked and improved

- Incident and Investigation Management
- Audits, Inspections and Reviews
- WHSE Actions

Call to Action 5.
Facilities, Plant and Equipment
A healthy and safe work and learning environment

- Facilities, Plant and Equipment
- WHSE Best Practice in Design
- WHSE Best Practice in Procurement

Call to Action 6.
WHSE Communication
WHSE information is timely, transformative and transactional

- WHSE Policy and Procedures
- WHSE Reporting
- Safety Share

2.5 Guiding Principles

These guiding principles have informed the development of **Safe at TAFE**, and can also be used to integrate WHSE into all aspects of the business from strategic planning to business as usual tasks. Be **Safety First** by using these guiding principles in your work at TAFE Queensland.

<p>PROMOTE</p> <p>Health, safety, wellbeing and environmental sustainability</p>	<p>PREVENT</p> <p>Injuries, illnesses, environmental harm and pollution</p>	<p>LEARN</p> <p>From industry best practice, lessons learned, errors, incidents, research and data analysis</p>	<p>RECOVER</p> <p>From emergencies, injury and environmental harm, focussing on early intervention</p>
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2.6 Consultative Approach

TAFE Queensland recognises that positive work health, safety and environmental outcomes are easier to achieve and more sustainable when workers and their representatives are consulted when activities and changes impact them. This occurs through the organisation’s formal and informal consultative arrangements. WHS Consultation will be in line with [Work health and safety consultation, cooperation and coordination Code of Practice 2021](#).

3. DOCUMENTATION

TAFE Queensland's [Policy Framework](#) establishes a hierarchy of documents that govern its business processes, including those for work health, safety and environment. They are developed by subject matter experts and assist users to understand why and how work is to be performed.

Training product and delivery documents work together with those in **Safe at TAFE** to provide Safety First systems of work for students and educators.

Industry partners may have additional procedures, work instructions, or work methods for their specific risk context, based on the tasks being performed. They must align to TAFE Queensland's [WHSW Policy](#) and the requirements set out in **Safe at TAFE**.

WHY

POLICY

Mandatory to follow when in place

WHSE policy documents establish commitments, directions and accountabilities for WHSE.

HOW

PROCEDURE

Mandatory to follow when in place

Provide step-by-step information necessary to perform a task or process. They specify minimum expectations and actions but allows staff to work to a higher standard.

Process procedures – e.g., incident management, compliance, first aid, and training

Hazard / risk procedures – e.g., risk management, traffic management, journey management, plant and equipment, chemicals

GUIDELINE

Desirable to follow when in place.

Provide information to assist users to undertake a process associated with a TAFE Queensland policy or procedure.

WORK INSTRUCTION

Must follow when in place.
(includes SOPs)

Detailed instructions addressed to the specific business operations to support a policy or procedure instrument

Safe Operating Procedures (SOPs) – for hazardous processes, plant and equipment.

FACT SHEET

Reference to use when in place.

Information to support the understanding of a policy or procedure. Reference to use when in place.

TOOLS

Mandatory to follow when in place

Forms and templates supporting the administration of a policy or procedure

Where TAFE Queensland does not have specific WHSE documentation, the standards to be followed are set by any legal requirements, Codes of Practice, the [WHSW Policy](#), and application of the Risk Management Model approach.

Health and Safety Representatives are consulted in the development of WHSE documentation.

4. STAKEHOLDER BENEFITS

Senior Executive / Managers / Duty Holders

- Management processes that enable officers and duty holders to discharge their WHSE obligations
- WHSE performance information as a basis for resource allocation, project prioritisation and decision making
- Assurance that WHSE hazards and associated risks have been identified and are being effectively controlled, so far as is reasonably practicable

Regions / Corporate / Business Units

- Clarity and consistency through the application of one WHSE management system
- Consistent approach to making WHSE risk based decisions
- Easier exchange of WHSE risk information
- Effective communication of WHSE organisational learnings

Workers

- Known and consistent expectations or minimum requirements
- WHSE capability building and training specific to role and risks
- Healthy and safe work environment, tools and equipment
- Greater focus on health promotion, health risk prevention and wellbeing
- Reduced WHSE risk due to application of **Safe at TAFE** requirements

Students

- Healthy and safe learning environment and delivery equipment
- Educators model best practice WHSE behaviour and attitudes to develop WHSE capability in students – putting WHSE leaders into the workforce
- Contribute to national goals to reduce frequency and severity of workplace injury, including in priority industry sectors

Industry Partners

- Clear requirement that WHSE is designed into projects and considered at each stage of the project cycle
- Known expectations in relation to managing risk, so far as is reasonably practicable
- Standards established for reporting incidents and coordination of activities

Public / Community / Neighbours

- Safe and healthy public and live work areas, e.g., customer enquiries simulated salons
- Contribute to social and environmental sustainability
- Contribute to the communities in which TAFE Queensland operates
- Minimise the impact on neighbours of the work TAFE Queensland performs and provide a formal channel for community feedback and continuous improvement

Department of Youth Justice, Small Business, Employment & Training

- A framework through which TAFE Queensland will communicate with DESBT on WHSE matters where both hold duties under the [WHS Act 2011 \(Old\)](#)

5. CALLS TO ACTION

5A. TAFE Queensland

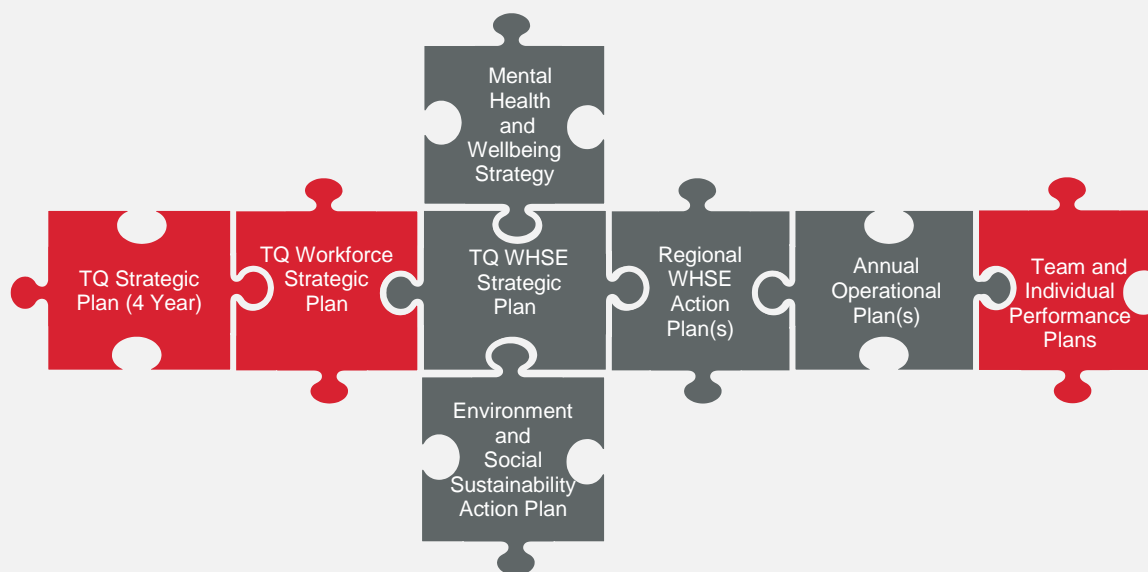
Safe at TAFE establishes the minimum requirements for integrating work, health, safety and environment considerations into work performed at TAFE Queensland, either directly or through its Industry Partners. *Section 5B sets out important requirements for Industry Partners who carry out work for TAFE Queensland.*

5A.1 WHSE Commitment and Leadership

CALL TO ACTION 1: *Commitment, active leadership, engagement and support from our leaders are critical to the effectiveness of Safe at TAFE in achieving desired WHSE outcomes.*

5A.1.1 Policy, Strategy & Planning

Figure 4: TAFE Queensland WHSE Plans and Strategies



A [WHSW Policy](#) is maintained

TAFE Queensland's [WHSW Policy](#) sets out its policy directions, including goals, for work health, safety and the environment. It commits the business to ensuring the health (physical and mental wellbeing) and safety of staff, students, contractors and others impacted by its work and to environmental sustainability.

The content of this document conforms with requirements set out in the relevant Australian Standard, e.g., a commitment to continuous improvement and legal compliance.

This policy is used to guide actions, planning across the organisation and to inform resource decision-making.

See - [Statement of Commitment](#)

See - related policies [223 POL Risk Management](#), [708 POL Work Wear](#), [760 POL Smoke-Free Environment](#), [768 POL Critical Incident Management](#), [778 POL Rehabilitation](#).

WHSE Strategic and Action Plans are developed to guide actions and establish priorities	<p>WHSE strategic planning occurs within TAFE Queensland's enterprise business planning processes, involving corporate business units and regions.</p> <p>Strategic directions and priorities for WHSE are outlined in an overarching four (4) year WHSE Strategic Plan, Regional WHSE Action Plans and a range of other planning documents (Figure 4). They provide a roadmap for strengthening WHSE systems, capabilities, practices and culture.</p>
WHSE policy and planning documents are accessible	<p>The WHSE Policy, Statement of Commitment, WHSE Strategic Plan and Regional Action Plans are available on either the TAFE Queensland intranet or internet. Statement of Commitment is displayed visibly in all TAFE Queensland workplaces and promoted through on boarding, induction and orientation processes.</p> <p>Activity based planning documents should be available to the personnel conducting the task, e.g., safe work method statements, rescue plans.</p>
WHSE considerations are integral to all business and activity planning	<p>TAFE Queensland requires that its policy and strategic directions for WHSE, along with other WHSE considerations, be included in Business Unit strategic, operational and activity based planning. WHSE should be incorporated into all business plans.</p>

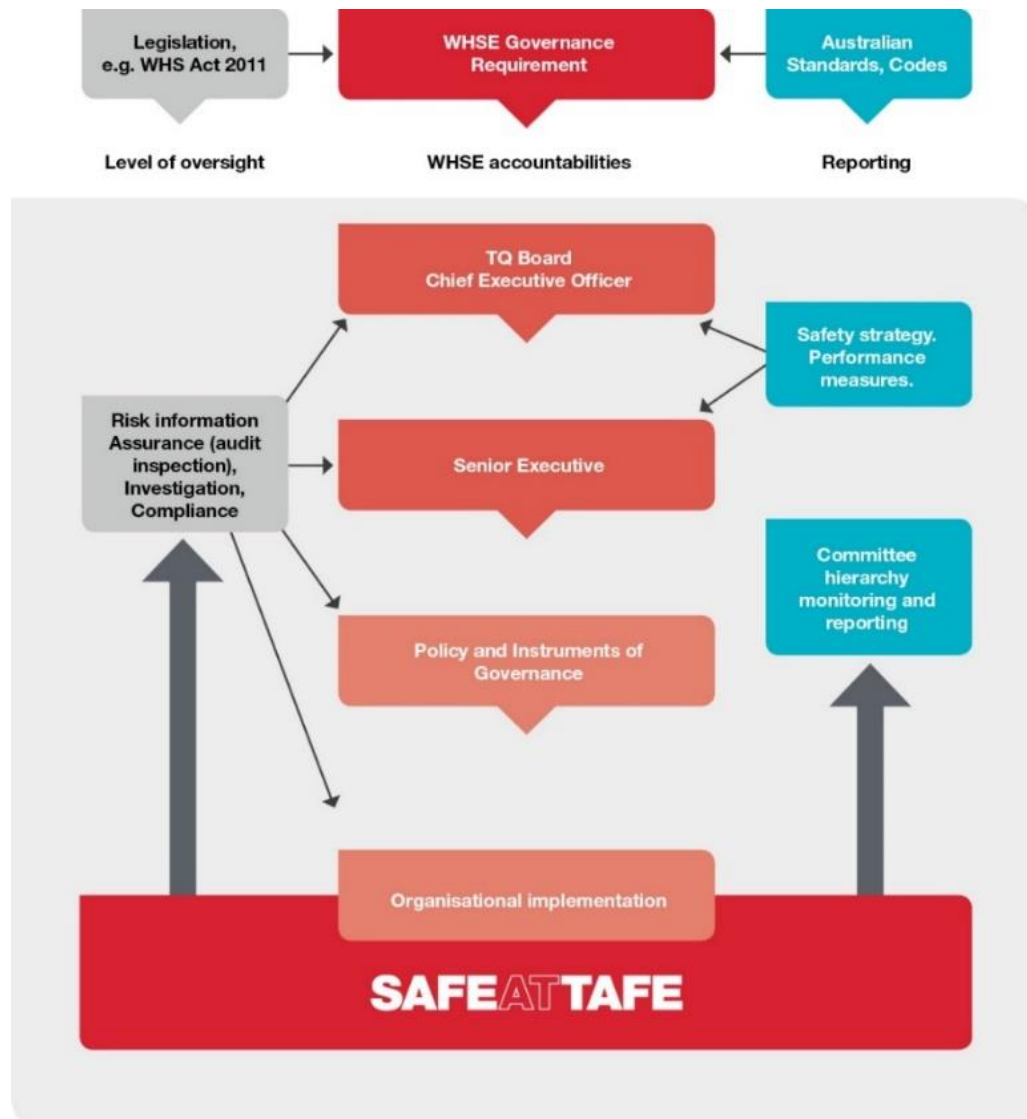
Figure 5: WHSE Planning Considerations



5A.1.2 Governance & Accountabilities

Understand accountabilities for WHSE and oversee WHSE processes and performance through governance arrangements.

Figure 6: WHSE Governance Arrangements



WHSE legal obligations and duties are identified and managed

WHSE obligations and duties are identified and managed in accordance with [221 PR Compliance](#). They are conveyed during on boarding, training, as a part of **Safe at TAFE** documentation and via due diligence activities for Senior Executives and Officers.

See - [WHS Act 2011 \(Qld\)](#) (Sections 27, 28 and 29). Sections 1.3 *Legal and Other Requirements* and 6 *Responsibilities*

Senior Executives (officers) demonstrate due diligence

The **Safe at TAFE** management system assists TAFE Queensland's Senior Executives to demonstrate how they assist TAFE Queensland to meet its primary duty of care to workers and others impacted by its work.

See - [WHS Act 2011 \(Qld\)](#) (Section 27)

WHSE accountabilities and responsibilities are communicated

Role responsibilities and accountability for WHSE are communicated, so that people understand what is expected on them. They are conveyed during on boarding, training, as a part of **Safe at TAFE** documentation, position descriptions and TAFE Queensland High 5s

Industry Partner responsibilities are included in contract documents and inductions.

See - 6 *Responsibilities*, 8.2 *Policies, Procedures and other Documents*

High 5 Obligations inform everyday actions	<p>The High 5's are TAFE Queensland's five essential WHSE work practices expected of staff and students. Following them demonstrates WHSE leadership and a commitment to Safety First.</p> <p>See - WHS Act 2011 (Qld) (Sections 3, 19, 27-29), High 5s for Senior Executives, Managers, Educators, Students, Facilities and Site Services, TAFE Services, Health and Safety Representatives and the WHS Team.</p>
WHSE governance structures enable WHSE to be actively managed within the business	<p>A range of corporate and regional governance committees oversee the implementation of Safe at TAFE across the business and monitor WHSE performance and compliance with legal obligations (Figure 6).</p> <p>TQ Executive. Regional Executive. WHS Network. Risk Committees. People Culture and Safety Committee. Audit, Finance and Review Committee.</p> <p>See - WHS Act 2011 (Qld) (Sections 18 to 27)</p>
WHSE performance is measured, monitored and reported	<p>TAFE Queensland measures its WHSE performance and reports it to governance committees regularly for consideration, review and effective resource allocation and decision-making.</p> <p>Monthly and quarterly reports are prepared by WHS Teams (Corporate and Regional) analysing outcomes against the agreed KPIs, highlighting key achievements, progress being made on key initiatives and identifying significant issues. Systems are in place to gather the data required for performance reporting and monitoring.</p> <p>See - 5A.4 WHSE Assurance and Improvement</p>
Key Performance Indicators (KPIs) are established, measured and actively monitored	<p>TAFE Queensland uses both lead (positive performance) and lag (outcome) indicators to understand its WHSE performance and drive continual improvement. Its KPIs provide insight into the performance of:</p> <ul style="list-style-type: none"> • the Safe at TAFE management system • injury prevention • WHSE risk management • public safety • organisational maturity • environment programs • leadership <p>Individual regions or business units can develop additional KPIs to meet their specific needs, but they must be consistent with the overarching organisational ones.</p>
WHSE is adequately resourced	<p>TAFE Queensland provides the resources needed for the establishment, maintenance and continual improvement of Safe at TAFE and the conduct of its business in a manner that ensures health, safety and environmental sustainability.</p> <p>WHSE support for the business is provided by competent and qualified HSE professionals located in the Corporate Office and in the Regions.</p>

5A.1.3 Leadership and Culture

Figure 7: Levers for Building a Positive Culture



Senior Executives and Leaders demonstrate active WHSE leadership

TAFE Queensland's Senior Executives acknowledge that WHSE leadership starts with them. Their positive attitudes and actions towards WHSE will be emulated by staff. They find opportunities to discuss WHSE matters in everyday conversations, planning activities and decision making.

Other WHSE leaders are managers, supervisors and others who step up to put in place the systems and processes needed to promote WHSE in the workplace.

WHSE Leadership capabilities are included in the organisation's various capability frameworks, e.g., educator.

See - [728 FW Leadership Capability Framework](#), [Educator Capability Framework](#)

WHSE leadership, culture and climate is monitored

TAFE Queensland monitors the organisation's WHSE climate and culture through the annual Employee Engagement and other surveys. They identify areas of strength to be recognised and weakness to be improved to continue building the organisation's WHSE climate and culture.

The results of audits, inspections, WHSE incidents, and performance results also provide an insight into the status of WHSE leadership, climate and culture at TAFE Queensland so that continuous improvement initiatives can be developed, if necessary.

See - [5.A.2 Engaged and Capable People](#), [5A.4 WHSE Assurance and Improvement](#).

A strong reporting and learning culture is promoted

Senior Executives, managers and supervisors encourage the reporting of hazards and WHSE incidents, including near misses, and actively seek to share and learn from [Safety Alerts](#), Safety Notices and [Lessons Learned](#) from these events to improve systems, processes and outcomes.

They follow-up with staff and industry partners to verify WHSE reporting has occurred and regularly communicate the importance of reporting within their teams.

Performance Reporting. Audit and Inspection Reporting. Incident trend analysis. Inductions and Refreshers. Professional Development.

See - [773 PR WHSW Incident Reporting, Investigation and Management](#), [5A.4 WHSE Assurance and Improvement](#), [5A.6 WHSE Communication](#).

Desired WHSE behaviours and attitudes are recognised

TAFE Queensland's annual Value Awards recognise the outstanding performance of staff. This includes a Great Safety Award. Interpersonal programs exist and enable staff to recognise colleagues directly.

Right to cease unsafe work is supported and promoted

TAFE Queensland supports the right to cease unsafe work if the worker has a reasonable concern about a serious risk to their health and safety from an immediate and imminent exposure to a hazard. Safe, healthy and durable solutions are sought through consultation.

Educators have the authority to suspend students whose behaviour is perceived to be a threat to health or safety.

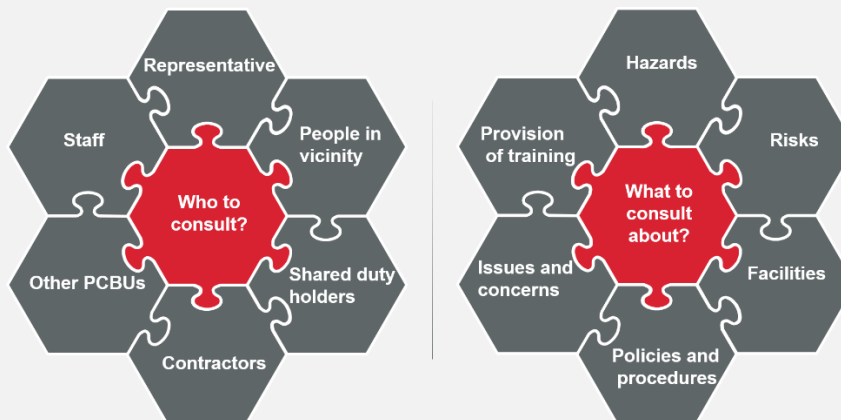
See - [WHS Act 2011 \(Qld\)](#) (Sections 83-89), [105 PR Student Misconduct](#)

5A.2 Engaged and Capable People

CALL TO ACTION 2: An engaged, capable and healthy workforce contributes to better WHSE and business performance.

5A.2.1 Consultation, Cooperation and Coordination

Figure 8: Consultative Arrangements



WHSE consultative arrangements are established

TAFE Queensland's consultative arrangements are in line with the [WHS Act 2011 \(Qld\)](#) and [Work health and safety consultation, cooperation and coordination Code of Practice 2021](#) the facilitate engagement between management and workers on WHSE matters and concerns which builds trust and a mutual commitment to achieving the organisation's WHSE goal and vision.

These arrangements include the formation of WHSE Committees and the election of Health and Safety Representatives. TAFE Queensland keeps Worksafe Queensland informed of its Health and Safety Representatives and ensures that its committees meet at least quarterly.

Health and Safety Representatives provide workers with a way to have their views heard by management, as their role is to represent the interests of the work group.

WHSE consultation occurs on, at the least, prescribed matters

TAFE Queensland consults with workers and other PCBUs on WHSE matters that may impact them ([Figure 8](#)). Worker and PCBU input is valued and participation encouraged to improve decision-making on WHSE matters and to achieve better outcomes.

Where a Work Health and Safety Representative has been elected, TAFE Queensland involves them in any consultation on WHSE matters / issues.

See - [WHS Act 2011 \(Qld\)](#) (sections 46, 47, 49), [Work health and safety consultation, cooperation and coordination Code of Practice 2021](#)

Capability for effective consultation is ensured

All Health and Safety Representatives undergo prescribed training so they can perform their statutory role. TAFE Queensland also ensures they have the time, resources, facilities and assistance they need to perform their role effectively. Training for committee members can also be made available.

See - [WHS Act 2011 \(Qld\)](#) (sections 68-69 and 72), [Work health and safety consultation, cooperation and coordination Code of Practice 2021](#)

Situations where there are multiple duty holders within TAFE Queensland are identified

Where more than one TAFE Queensland business unit or region are involved in work that is occurring, duty holders of each must be identified so they can cooperate to ensure the health and safety of the people impacted and environmental sustainability of work being undertaken.

Each duty holder retains accountability for their duty and must discharge it to the extent of their influence and control.

See - [WHS Act 2011 \(Qld\)](#) (sections 46 , 47 and 49)

Consultation, cooperation and coordination occurs with

Where other PCBUs are working with or for TAFE Queensland, consultative arrangements are established to coordinate activities and to ensure each PCBU can

relevant other PCBUS (businesses)

meet their WHSE obligations, to the extent of their influence or control. Relevant information is shared to manage WHSE risks effectively.

WHSE issues and concerns are resolved promptly

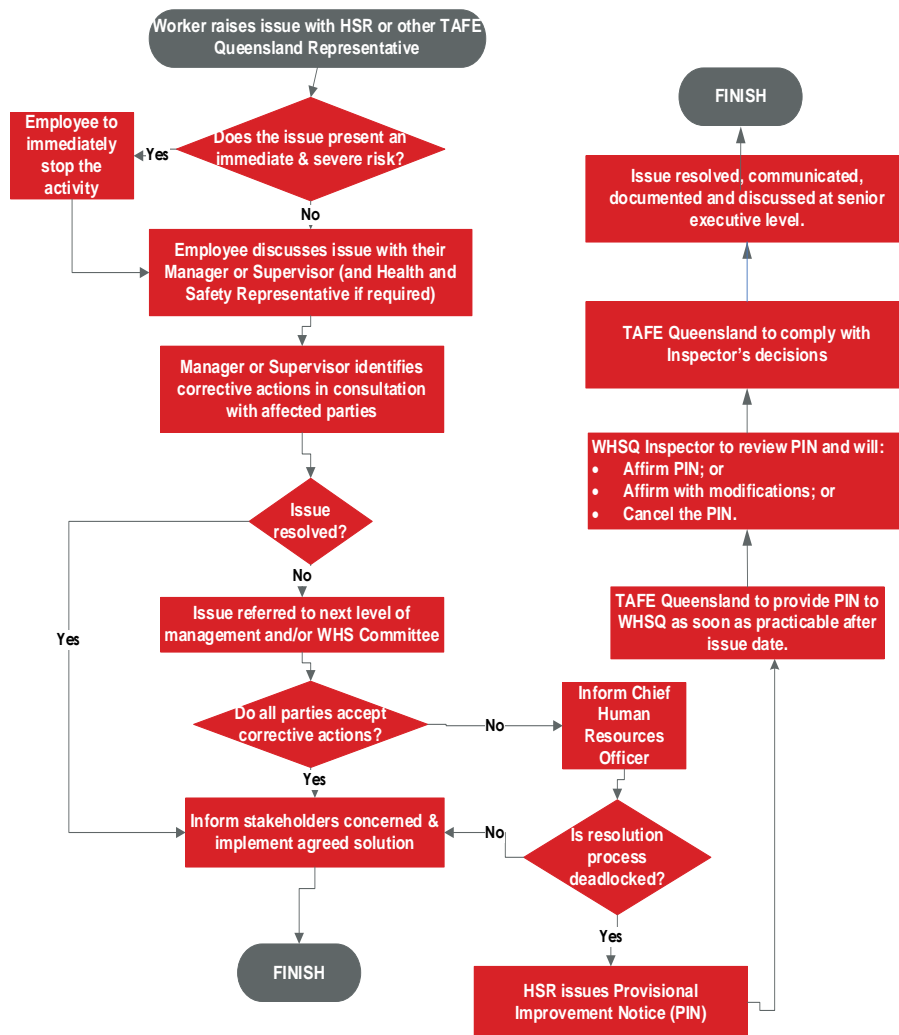
Relevant parties to a WHSE issue must make reasonable efforts to achieve a timely, final and effective resolution. This includes rapid escalation to achieve resolution, when necessary. Refer to TAFE Queensland’s WHSE issue resolution process.

Unresolved issues which result in a Provisional Improvement Notice by a Health and Safety Representative are managed in accordance with [221 PR Compliance](#), and are included in performance reports.

Every effort is made to prevent issues progressing to this stage by addressing concerns or issues as they arise, e.g., unsafe worker behaviour, unsafe conditions.

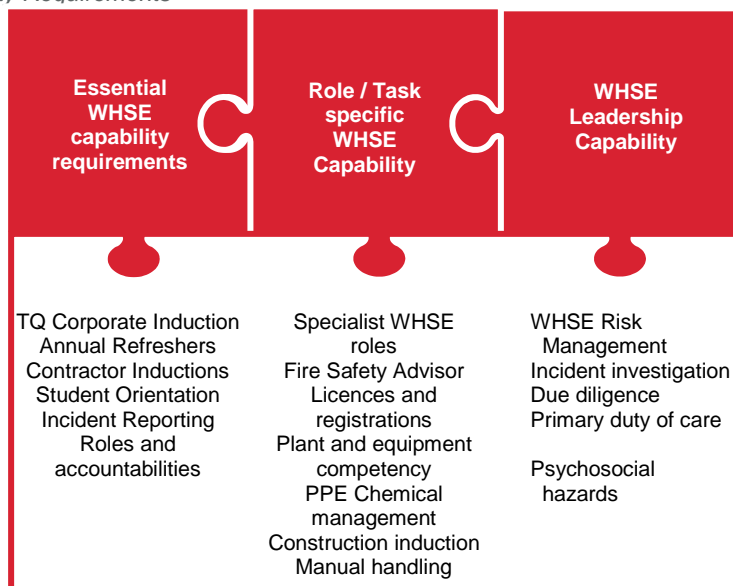
See - [WHS Act 2011 \(Qld\)](#) (sections 80-82, 90-102), [Work health and safety consultation, cooperation and coordination Code of Practice 2021](#)

Figure 9: WHSE Issue Resolution Process



5A.2.2 Training and Capability

Figure 10: Capability Requirements



Selection criteria identifies WHSE capabilities	TAFE Queensland follows Queensland Government recruitment and selection processes, which includes the identification of WHSE capabilities, competencies and licences that are essential or desirable to perform a role.
WHSE qualifications and certifications are checked and verified	TAFE Queensland checks, verifies and records WHSE qualifications, certifications, and licences as part of the recruitment, selection and on boarding process. PR 710 – Recruitment and Selection Procedure provides further information.
Essential WHSE induction processes are in place	<p>Essential training and inductions occur in accordance with 787 PR WHS Induction and Training. Workers, industry partners and students undergo inductions and orientations, as well as annual refreshers.</p> <p>Role specific instruction and training is provided to ensure staff have the required knowledge and skill to undertake work safely and sustainably.</p> <p>Student orientations occur in accordance with PR 126 Training and Assessment Practices, which includes a familiarisation with the Student High 5, legal obligations for being in TAFE Queensland workplaces and Student Rules, including regarding respectful behaviour.</p>
Essential training and Safety Shares in relation to key WHSE processes and risks	<p>All staff shall receive training in hazard identification, WHSE risk management, environmental awareness and incident management. Awareness raising is also conducted to prevent high frequency / high consequence risks, e.g., hand / finger injuries, slips / trips / falls, manual handling injuries. This may occur through TAFE Queensland’s induction processes, educator training, professional development, campaigns, and Safety Shares.</p> <p>See - 5A.6 Communication, 5A.4.3 WHS Actions, WHS Regulation 2011 (Qld) (section 39 and Part 6.5)</p>
Identify WHSE capability development needs through a risk based process of needs analysis	<p>TAFE Queensland uses the information gathered through Safe at TAFE processes such as WHSE incidents, audits, and inspections to determine staff training and capability needs. This may occur through TAFE Queensland’s induction processes, educator training, professional development, campaigns, and Safety Shares.</p> <p>See - WHS Regulation 2011 (Qld) (Section 39)</p>
Ensure workers complete competency based training and are assessed on competency criteria	TAFE Queensland ensures that workers complete competency-based training before performing any WHS specialist role or high-risk work that

	involves operating plant or machinery. Workers are assessed on the competency standards. Verification of competency occurs for new starters.
<i>Deliver WHS capability development via information, training and supervision</i>	TAFE Queensland provides WHS capability development and training to workers as required. This includes risk based capability development for workers in high-risk, safety specialist or safety leader roles.
<i>Maintain capability in specialist WHSE roles</i>	TAFE Queensland provides ongoing training and development opportunity for specialist roles including Health and Safety Representative, Rehabilitation and Return to Work Coordinator, First aid training, Fire Warden and Fire Safety Advisor training.
<i>Monitor the WHSE competency and capability of workers for work undertaken.</i>	TAFE Queensland has processes in place to check that workers are competent to undertake work, e.g. where someone hasn't performed a task over a long period of time and might have degraded skills.
<i>Review providers and programs delivered</i>	TAFE Queensland reviews and evaluates the performance of the WHSE capability providers and programs delivered to ensure its requirements and needs are met.

5A.2.3 Healthy and Well at TAFE

Figure 11: Healthy and Well at TAFE



Worker health and wellbeing is monitored and managed

TAFE Queensland implements strategies to monitor the health and wellbeing of workers that are consistent with exposure risks, relevant legislative requirements and industrial instruments. See [Types of Health Monitoring](#).

See - [WHS Regulation 2011 \(Qld\)](#) (Chapter 7, Part 7.1, Division 6)

Identify and manage health and wellbeing hazards and risks

TAFE Queensland identifies and manages hazards, risks and organisational needs related to worker health and wellbeing. See [Work Health Safety and Wellbeing Management System Framework](#) and [Risk Management Policy](#).

Health and wellbeing promotion

TAFE Queensland develops an annual program of health and wellbeing promotion activities that involves collaboration between the Corporate and Regional WHSE Teams. TQ implements programs, procedures and tools to address identified health and wellbeing management requirements. These:

- Apply contemporary evidence and risk-based practice to create a healthier and safer workplace
- Encourage and empower workers to make informed choices at work and at home to achieve and maintain optimal levels of health, fitness and safety
- Feature health and wellbeing-related initiatives, ensure access to workplace health and medical services where appropriate and utilise relevant safety management system procedures, guidance and tools.

TAFE Queensland reviews and evaluates the effectiveness of health and wellbeing programs delivered, procedures and tools.

Manage workplace injury and illness

TAFE Queensland provides first aid in the workplace according to a risk-based assessment of requirements.

See [First aid procedure](#), [First aid in the workplace Code of Practice](#), [WHS Regulation 2011 \(Qld\)](#) (section 42)

Injury and illness reported in the workplace is managed in accordance with the [Workers Compensation and Rehabilitation Act 2003](#) and the relevant state workers compensation and rehabilitation legislation.

See [Workplace Rehabilitation Policy](#)

Promote early reporting of signs and symptoms of injury and illness.

Promote early intervention, stay at work and early return to work, where it is safe to do so.

	Return to work coordinators make contact with injured or ill workers as soon as possible, coordinate them staying at or returning to work, develop suitable duties plans and communicate with managers, doctors and insurers. RRTWC are appointed and WHSQ is informed of their details.
Health monitoring and hazardous environments	Occupational health risks and noisy tasks and environments must be recorded on the relevant risk register. Health risks for individuals and tasks are assessed using the procedures identified in the Work Health Safety and Wellbeing Management System Framework .
Hearing conservation areas are identified and monitored	<p>Where Noise has been identified as a hazard, and PPE has been identified as controls measures, hearing protection is required to be worn in affected areas.</p> <p>Mandatory PPE signage indicates the location of these areas and is monitored by relevant managers and supervisors. Workers in these areas may be subject to audiometric testing.</p> <p>As a guide, if you need to raise your voice to communicate with someone approximately one metre away, the noise is likely to be hazardous to hearing.</p> <p>See WHS Regulation Part 4.1 Noise. Managing Noise and Preventing Hearing Loss at Work, Code of Practice, 2021.</p>
Psychosocial hazards are identified and controlled	<p>TAFE Queensland has procedures in place to manage identified psychosocial risks to staff, students and other persons at the workplace. This includes raising awareness of preventative strategies through inductions and training, as well as responding promptly to claims of exposure to psychosocial hazards and risks including, harassment, bullying and work related violence.</p> <p>Counselling and support services are available to staff, students and other persons at the workplace.</p> <p>Work impacts physical and mental health wellbeing. Physical and mental health and wellbeing impacts work.</p> <p>See - Student Rules, Code of Conduct for Queensland Public Service Workplace Bullying, Sexual Harassment, and Violence Policy, Working With TAFE: Conduct, Ethics and Performance Policy WHS Reg's, Chapter 3, Part 3.2, Div. 11 Sect 55.</p>
Workers' wellbeing is supported through the employee assistance program	TAFE Queensland provides employee assistance services to support employee wellbeing. The service offers short term solution focussed and strictly confidential counselling services as well as a range of information to support general wellbeing. It includes a manager assist program to support leaders to access management support and coaching. Details on how to access it is available on the TAFE Queensland intranet.
Workers compensation is available for employees	TAFE Queensland employees are provided access to workers compensation in line with the provisions of the Workers Compensation and Rehabilitation Act 2003 and Workers Compensation and Rehabilitation Regulation 2014
Respect for others and their fundamental human rights is at the heart of the way we relate to each other	There are processes in place to manage behaviour that is unsafe, reckless, discriminatory, or constitutes bullying and harassment.

Maintain privacy, confidentiality and records

In all circumstances, any information about personal health and wellbeing must be kept secure and only used for the purposes for which it was collected.

TAFE Queensland collects personal and health information as a part of fitness for work, WHSE incident, injury and risk management processes to ensure the health and safety of staff, students, contractors and members of the public who may be impacted by its work.

5A.3 Managing WHSE Risks

CALL TO ACTION 3: TAFE Queensland uses risk management processes to understand and manage its strategic, operational and task-based WHSE risk to protect people and the environment from injury, ill health and harm.

5A.3.1 WHSE Hazard Identification and Risk Control

Figure 12: Risk Management Cycle



All staff, students, contractors and others are required to take reasonable care of themselves and others.

All staff, students, contractors and others at TAFE Queensland workplaces have a duty to take reasonable care for the health and safety of themselves and others, to cooperate with TAFE Queensland's WHSE procedures and to protect the environment from harm. This includes identifying WHSE hazards in the workplace, controlling them where they can and escalating them to someone who can take action to prevent injury, illness or environmental harm.

Figure 13: Personal Risk Assessment



See - [WHS Act 2011 \(Qld\)](#) (sections 28, 29), 6. Responsibilities (below). [Code of conduct for the Queensland Public Service](#)

A WHSE hazard reporting system is in place and hazards are managed

TAFE Queensland has a range of systems in place to report physical and psychosocial hazards in the workplace. Hazards can be reported electronically via the Incident Management System (IMS). Electronic maintenance requests can be made for building and campus hazards. Relevant managers are responsible for promptly reviewing any hazard reported to them and putting in place measures to eliminate it, and if that is not reasonably practicable, to minimise the potential for injury / illness, harm or damage.

See - [WHS Regulation 2011 \(Qld\)](#) (section 34)

Reasonably foreseeable hazards and risks are identified and controlled

TAFE Queensland identifies reasonably foreseeable hazards and risks associated with its works for business-as-usual operations and emergency situations and assigns responsibilities and accountabilities. This occurs in accordance with [223 PR Risk Management](#) and using tools such as:

- [Risk registers](#) (regional / business unit / project),
- Master Risk Assessments (MRA)
- Job Safety Environmental Analyses (JSEA) for task based activities,
- Safe Operating Procedures (SOP) for plant and equipment safety,
- Audits, inspections and staff consultation to identify hazards and verify controls are in place.

Where multiple PCBUs are involved in work, effective consultation and coordination processes are put in place to hand over relevant WHSE risk information and to coordinate activities safely and sustainably.

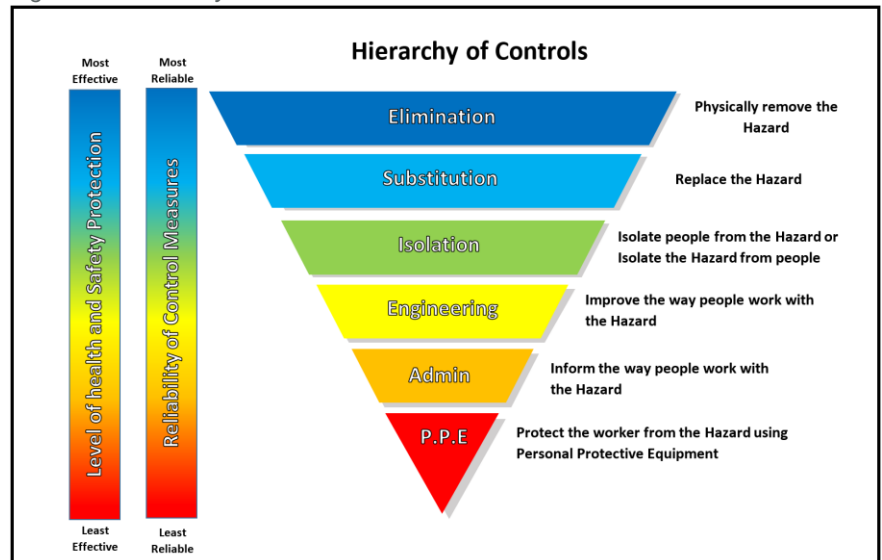
See - [WHS Act 2011 \(Qld\)](#) (section 17); [WHS Regulation 2011 \(Qld\)](#) (section 34, 35), 8.2 Policies, Procedures and other Documents

The hierarchy of risk control is used to manage WHSE risks
(elimination before minimisation)

TAFE Queensland uses the hierarchy of risk control to manage WHSE risks. Elimination of the hazard or risk is the preferred strategy, and if this is not able to be achieved alternative methods of risk control must be sufficiently strong to minimise the risk of injury, ill health and harm to the environment, so far as is reasonably practicable.

See - [WHS Act 2011 \(Qld\)](#) (section 17); [WHS Regulation 2011 \(Qld\)](#) (section 36), [223 PR Risk Management](#), [765 PR Personal Protective Equipment](#)

Figure 14: Hierarchy of Risk Control: Elimination before Minimization



WHSE risks are escalated to alert management of new or emerging risks

Risks are escalated in accordance with [223 PR Risk Management](#) to alert the appropriate level of management about a new or emerging risk so that suitable risk mitigation actions can be taken. In most circumstances, the Chief Executive Officer is the highest escalation point.

Hazardous Work risks are identified and managed

TAFE Queensland manages hazardous work in accordance with organisational procedures, relevant Codes of Practice and standards. Hazardous work is noise above the exposure standard, hazardous manual tasks, confined spaces, falls, high risk work and demolition work. Key controls include elimination of the risk, work permits, hearing protection, and lifting aids.

See - [WHS Regulation \(Qld\) 2011](#) (Chapter 4), [Managing noise and preventing hearing loss at Work Code of Practice 2021](#), [Confined Spaces Code of Practice 2021](#), [794 PR Work at Heights](#), [764 PR Ergonomics and Manual Tasks](#)

WHSE in design is a guiding principle of work organisation

TAFE Queensland reduces exposure to WHSE risks in its business by considering WHSE in the design (early planning) of the work environment and work being performed. Work stations are adjusted for workers of different sizes and capabilities. People are physically separated from moving vehicles or dangerous equipment. Equipment is safely guarded and stored correctly.

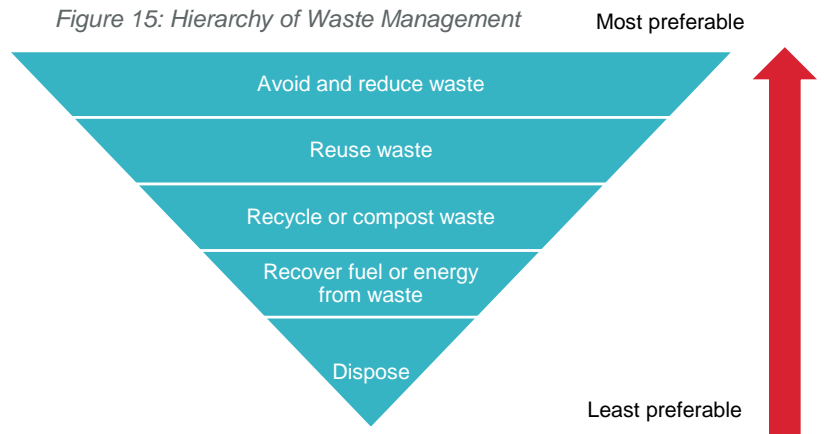
High risk construction work

TAFE Queensland ensures that any High Risk Construction Work is carried out in accordance with the [WHS Regulations 2011](#) Chapter 6 Construction work

The waste hierarchy is used to manage the waste generated from TAFE Queensland activities

TAFE Queensland supports the Queensland Government's *Waste Management and Resource Recovery Strategy*, as outlined in its TAFE Queensland *Environment and Social Sustainability Action Plan*. TAFE Queensland uses the waste hierarchy to effectively manage the waste it generates from its activities.

Figure 15: Hierarchy of Waste Management



5A3.2 Master Risk Assessments

Master risk assessments are used to assist in providing a safe work place.

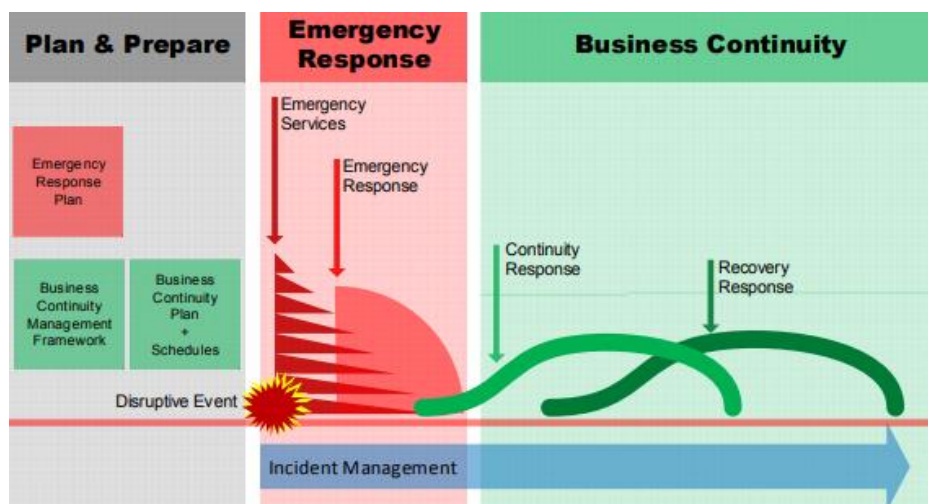
Master Risk Assessments are developed to assist in the identification and management of hazards and risks. They are reviewed by the relevant work group to reflect the specific risk and operational context. They provide workers with information about how to effectively manage WHSE risks.

Master risk assessments are live documents and are reviewed when triggered by events such as incidents, changes to plant and equipment or changes to the Training Package. MRA's are reviewed at a maximum of 24 month interval. They are available on the TAFE Queensland intranet.

Newly identified hazards and risks must be added to the relevant MRA. Regional WHS Teams can assist with the identification of ways to manage hazards and risk.

5A3.3 Emergency Management and Response

Figure 16: Emergency Life Cycle



Potential emergency situations are identified and prepared for.

TAFE Queensland identifies the main emergency events that potentially pose a risk to workers, environment, plant and equipment, infrastructure and business continuity so that it can eliminate or mitigate the impact.

Examples of emergency situations that have been identified are:

- Wet weather and natural disasters
- Medical emergencies
- Fire
- Armed intruder / aggressive person

When identifying these events, TAFE Queensland considers the nature of the work being performed and the possible emergencies that could arise out of it, the influence of geographical location on the type of natural disaster that may occur, potential public health emergencies and the hazards associated with other work being conducted nearby.

They are documented in emergency and other planning documents for TQ and its campuses.

See - [WHS Regulation \(Qld\) 2011](#) (section 43), [769 TMP B Emergency Response Plan Template](#), [242 FW Business Continuity](#)

Emergency Plans and Evacuation Procedures are in place

TAFE Queensland's Emergency Plans and Evacuation Procedures provide the information required to guide staff to respond appropriately during a range of emergencies. They contain key information such as emergency personnel and their roles, contact details for emergency services, procedures for emergencies, evacuation processes for people with a disability and location of emergency equipment.

They are accessible online.

TAFE Queensland requires specific emergency arrangements to be in place before high risk activities such as confined space entry, trenching and excavation and working at height occur. Business as usual planning should also identify, assess and mitigate potential emergency situations that may arise.

See - [WHS Regulation \(Qld\) 2011](#) (section 43), [Building and Fire Safety Regulation 2008](#) (section 18, 21), [761 PR First Aid](#), [766 GL Personal Emergency Evacuation Plan](#), [769 TMP B Emergency Response Plan Template](#)

Emergency Committees are established

Emergency Committees and Emergency Response Teams are established at TAFE Queensland in accordance with *AS 3745: Planning for Emergencies in Facilities*. They have overall responsibility for emergency planning, preparedness and recovery.

See - [769 TMP B Emergency Response Plan Template](#)

Emergency response capability is maintained

TAFE Queensland maintains its capacity to respond appropriately to emergencies by providing training to all staff. All staff are informed of important evacuation instructions, how to activate an alarm and use fire-fighting equipment when they commence work. This is maintained through drills, organisational learnings from drills and actual events, and refreshers.

Training is also provided to Emergency Wardens and First Aiders so they can respond to fires, hazardous chemical spills and medical emergencies.

Escape Hide Tell is conveyed during inductions, orientations and refreshers.

Figure 17: Escape Hide Tell



Task based planning also includes identification of potential emergency situations and the development of prevention and mitigation strategies.

See [WHS Regulation \(Qld\) 2011](#) (section 43), [Building Fire Safety Regulation](#) (section 35, 36), [761 PR First Aid](#)

Adequate first aid services are provided

TAFE Queensland meets its duty to provide first aid by providing a process for the administration and maintenance of first aid services, personnel and facilities as set out in [761 PR First Aid](#).

First Aiders, in conjunction with First Aid Coordinators, are responsible for ensuring the currency of their certification and readiness to respond to an emergency, which includes conducting regular checks of First Aid Kits and AEDs. The identity of first aiders is available online.

See - [WHS Regulation \(Qld\) 2011](#) (section 42), [762 PR Infection Control](#)

Emergency equipment requirements are identified and maintained

Emergency equipment is provided in workplaces to ensure that health and safety of workers and others. It must not be obstructed or used for routine tasks so that it is available when needed. It must not be disconnected or tampered with in any way. Signage and diagrams indicate location. All emergency equipment is subject to scheduled inspections or testing to ensure reliability and availability.

Examples of emergency equipment in TAFE Queensland workplaces include firefighting equipment, AEDs, emergency showers and eyewash stations, emergency stops, gas alarms and first aid kits.

See - [761 PR First Aid](#)

Chemicals and chemicals of national concern

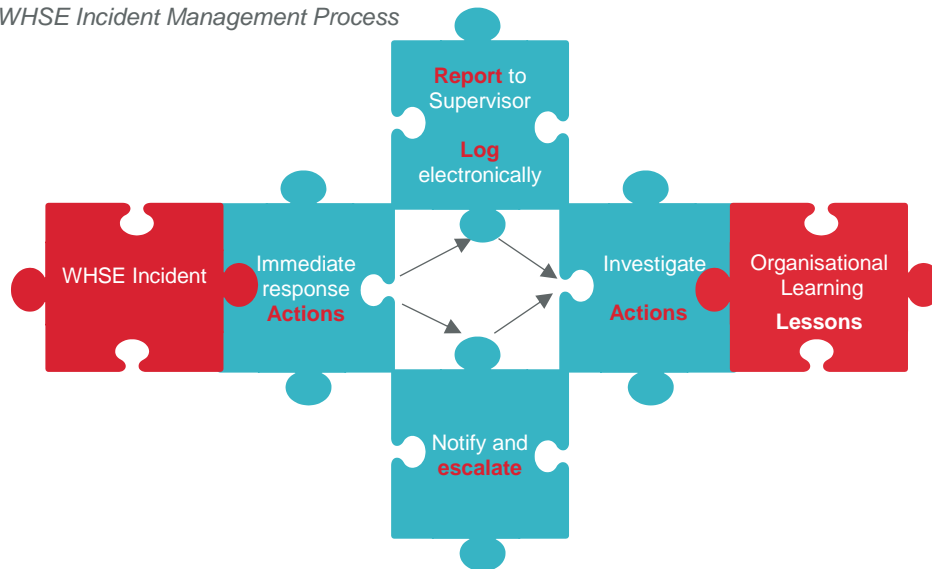
Good security planning and chemical management at TAFE Queensland helps it to identify and manage chemicals of national concern to prevent unauthorised access to them. These are chemicals that have a legitimate use in TAFE Queensland but if they fall into the wrong hands can be used for unlawful purposes, e.g., terrorism. TAFE Queensland has increased security around these chemicals and encourages staff to be alert and report any suspicious behaviour in relation to them.

5A.4 WHSE Assurance and Improvement

Call to action 4: TAFE Queensland's assurance activities provide confidence that WHSE risk controls are properly implemented, effective, resourced and reviewed. They also identify actionable improvements to processes and controls.

5A.4.1 Incident and Investigation Management

Figure 18: WHSE Incident Management Process

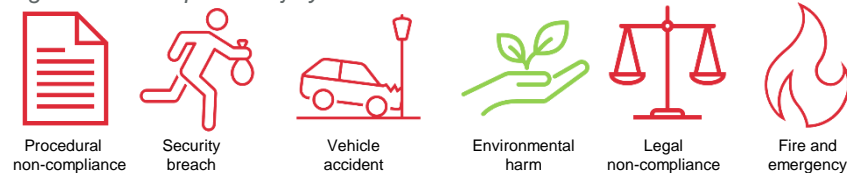


A system and process exists through which WHSE incidents can be reported and managed

TAFE Queensland has an electronic WHSE incident reporting system through which staff report WHSE events, including notifiable and sensitive occurrences (bullying, harassment, occupational violence). [773 PR WHSE Incident Reporting, Investigation and Management](#) outlines which events should be reported and to whom:

- Injuries and illnesses (physical and psychosocial)
- Near misses
- Injury free events

Figure 19: Examples of Injury Free Events



The electronic reporting system can be accessed 24/7

TAFE Queensland considers a WHSE incident to be effectively reported when the supervisor has been informed, it has been logged electronically and appropriate escalations have occurred, e.g., to WHS Team, Director, General Manager, CHRO, and CEO.

See - [WHS Act 2011 \(Qld\)](#) (section 27)

Notifiable WHSE incidents are reported to regulator(s) and the incident scene is kept secure

TAFE Queensland implements and maintains a process for timely reporting of notifiable incidents to the regulator(s). The procedure [773 PR WHSE Incident Reporting, Investigation and Management](#) details how this is done, including the how to secure the incident scene to protect evidence for the investigation.

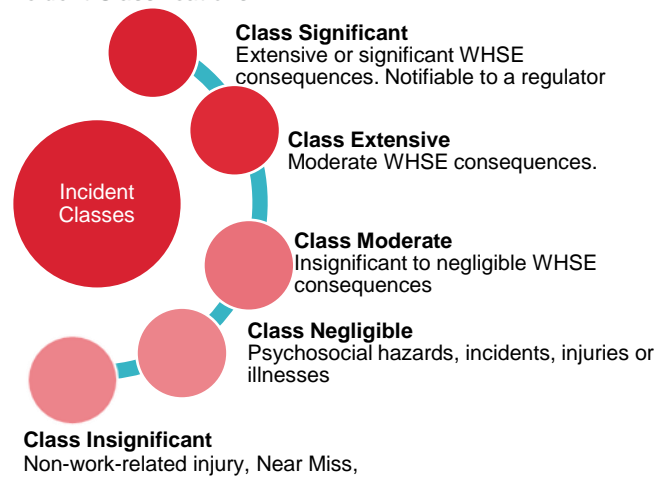
The Department of Youth Justice, Employment, Small Business and Training is notified of all notifiable events that are reasonably thought to have been caused due to infrastructure failure.

<u>Notification Timeframes</u>	See - WHS Act 2011 (Qld) (sections 27, 35 and 38). Environment Protection Act 1994 (sections 320 – 320E),
Worksafe Qld – 24 hrs	
Electrical Safety Office – 24 hrs	
Environment and Heritage – 24 hrs	
Maritime Safety Qld – 48 hrs	

WHSE incidents are responded to promptly [773 PR WHSE Incident Reporting, Investigation and Management](#) and [761 PR First Aid](#) outline how TAFE Queensland responds promptly to WHSE incidents through the immediate actions undertaken for safety and sustainability.

All injuries, illnesses, near misses and injury-free events are classified to help to determine the appropriate organisational response.

Figure 20: WHSE Incident Classifications



Post-incident response

Stop the danger.
 Aid the injured / Assess the damage or harm.
 Fast notification of management and emergency services.
 Emotional distress / Environmental recovery

For work related injuries and illnesses, the priority of the immediate response is the well-being of the injured or ill person and getting them referred quickly to the appropriate level of care – first aid, medical practitioner or ambulance.

For environmental incidents, the immediate response must focus on controlling the event at the source, containing the area impacted to as small as possible and clean up / recovery.

The scene of notifiable events must be preserved and secured from interference by the most senior TAFE Queensland staff member present.

See - [WHS Act 2011 \(Qld\)](#) (section 27)

Figure 20: Examples of Immediate Mitigating Actions



Investigations are thorough, timely and commensurate with level of consequence

TAFE Queensland investigates WHSE incidents in accordance with procedure [773 PR WHSE Incident Reporting, Investigation and Management](#). Investigation timeframes are in place to ensure hazards, risks and causal factors are identified, eliminated or minimised as soon as practicable to prevent a reoccurrence of a similar event.

The level of investigation required is determined by its classification, e.g., Class Significant (notifiable) events are investigated using the Incident Cause Analysis Methodology (ICAM).

Investigation management is line management responsibility, with the support of the WHS Team. Investigators are nominated for each reported incident.

Staff are expected to participate in WHSE incident investigations and provide access to the scene and relevant information to the investigator in a timely way.

Open WHSE incidents are monitored and escalated if not completed within procedural timeframes.

Lessons learned are developed and communicated by the responsible business unit and the WHS Team.

Investigation timeframes

Class Significant

– 20 days

Class Extensive,

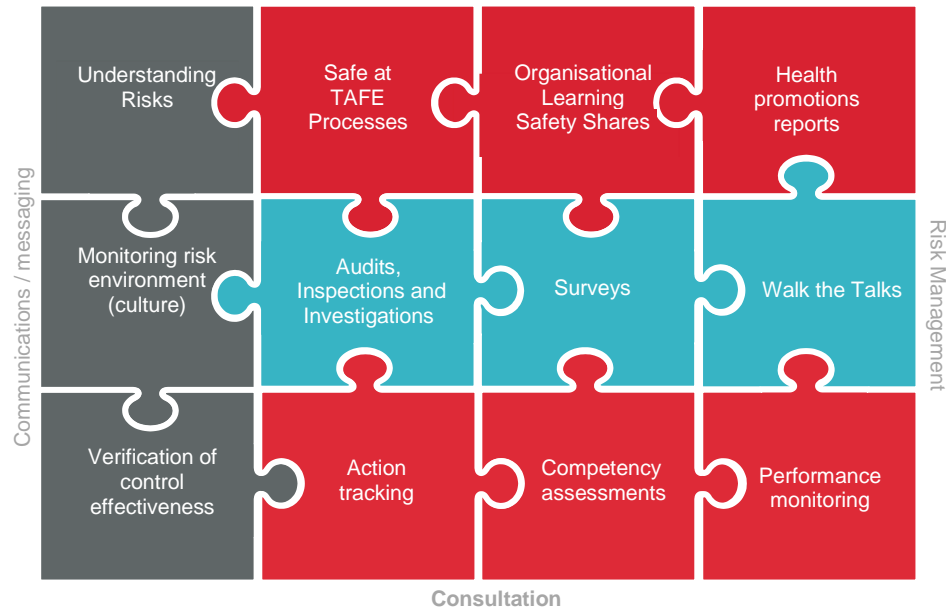
Moderate, Negligible

– 5 days

See - 5A.4.3 WHSE Actions, 5A.6.2 Safety Shares, [773 FM D Safety Alert Template](#), [773 FM I Lesson Learned Template](#)

5A.4.2 Audits, Inspections and Self-Assessments

Figure 21: TAFE Queensland WHSE Assurance Program



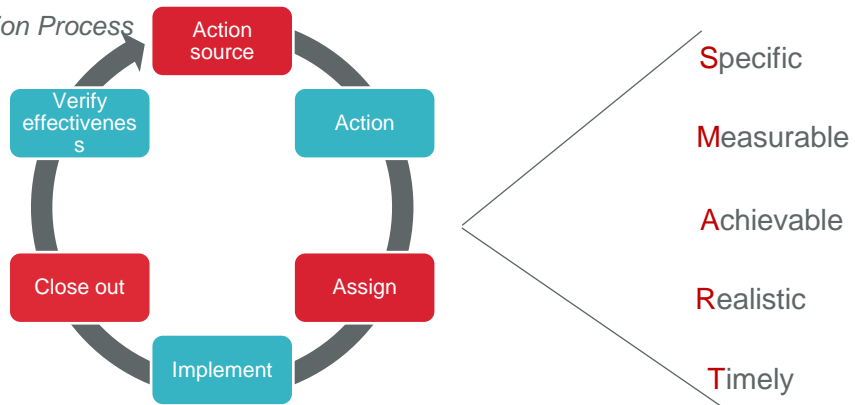
<i>Implement and maintain a continuous improvement process</i>	TAFE Queensland implements and maintains a process to test and refine the safety management system in consultation with workers and others.
<i>WHSE data obtained through Safe at TAFE processes is analysed and utilised</i>	In order to identify existing or potential hazards and risks
<i>Review the safety management system</i>	TAFE Queensland follows a cycle of reviews so that each one critically looks at a comprehensive part of the safety management system to ensure it is fit for purpose and effective.
<i>Monitor activities under the safety management system</i>	TAFE Queensland routinely checks that activities under the safety management system are being conducted and effective including Walk the Talks, Area Inspections and Pre-Operation Inspections.
<i>Conduct a program of audits under the safety management system</i>	TAFE Queensland follows a program of governance and assurance activities (internal and external audits) to confirm that the safety management system is implemented and is complied with.
<i>Enable organisational learning</i>	TAFE Queensland looks for relevant lessons and practices from: <ul style="list-style-type: none"> • Industry partners and other organisations • Regulator and safety investigation bodies • New and emerging issues in TAFE Queensland activities • Safety actions and investigations • Research literature.
<i>Incorporate improvements to the safety management system</i>	TAFE Queensland takes the outputs from other review and continuous improvement activities and incorporates them into the safety management system.

<i>Seek or provide assurance that reasonably foreseeable hazards and risks have been identified across the organisation or in the work being performed</i>	TAFE Queensland Senior Executives exercise due diligence by implementing and maintaining a process to assure the identification of hazards and risks arising from TAFE Queensland's work as a registered training organisation See WHS Act 2011 (Qld) (sections 17, 19 and 27, WHS Regulation 2011 (Qld) (section 34)
<i>Seek or provide assurance that appropriate control measures are in place to manage WHS risks</i>	TAFE Queensland implements and maintains a process that seeks to assure controls are effective i.e. fit for purpose, suitable for the nature and duration of work, and installed, set-up and used correctly. See 789 FW WHSW management system framework, WHS Act 2011 (Qld) (sections 19 and 27); WHS Regulation 2011 (Qld) (section 37)
<i>Seek or provide assurance that hazards and risks are identified and managed throughout the lifecycle</i>	TAFE Queensland implements and maintains a process that demonstrates how hazards and risks are managed throughout the lifecycle. See 789 FW WHSW management system framework. (section 27)
<i>Seek or provide assurance it was not reasonably practicable to eliminate a risk</i>	TAFE Queensland uses the hierarchy of controls in managing hazards and risks i.e. elimination before minimisation. For assurance, an evidence-based, robust and defensible position must be presented to justify why it was not reasonably practicable to eliminate a risk. See 789 FW WHSW management system framework.
<i>Seek or provide assurance that the safety management system is functioning and managing risk</i>	TAFE Queensland implements and maintains a process that seeks to assure that the elements of the safety management system are working together as a system and are effectively managing risk.
<i>Monitor and review WHSE governance and safety performance</i>	TAFE Queensland implements and maintains a system to monitor and review WHS governance and safety performance.
<i>Subcontractors and Principal Contractors participate in WHS inspections</i>	TAFE Queensland implements a documented process to ensure subcontractors participate in undertaking WHS inspections with the Principal Contractor within their immediate and other work areas.
<i>The effectiveness of consultation, cooperation and issue resolution processes are monitored and reviewed</i>	TAFE Queensland monitors and reviews the effectiveness of consultative arrangements through its assurance activities, which include external audits and internal self-assessments.

5A.4.3 WHSE Actions

Identification and timely close out of actions is an important way the TAFE Queensland ensures health, safety wellbeing and sustainability by addressing gaps in the Safe at TAFE management system of gaps

Figure 23: WHSE Action Process



WHSE actions are managed and tracked to completion (including regulatory notices)

TAFE Queensland maintains a process to track actions from source (e.g., audit, WHSE incident, Committee meeting, inspection) through to close out, so that WHSE hazards and risks identified are managed through effective controls. This includes actions from any regulatory notice issued during the conduct of work for TAFE Queensland.

The hierarchy of risk control is used to design strong and effective actions.

WHSE Action Register is maintained

TAFE Queensland uses a WHSE Action Register to track actions to completion. They are escalated up the management structure when closure is delayed.

5A.5 Facilities, Plant and Equipment

Call to action 5: Plant and equipment is managed across its life cycle to ensure it is safe and fit for purpose. TAFE Queensland works collaboratively with DYJESBT to ensure the safety of the built environment.

5A.5.1 Facilities



Safe drinking Water



Hand Washing facilities



Hygienic toilets



Hygienic dining area



Unobstructed exits / entrances



Suitable lighting



Ergonomic workstation



Building, e.g., ventilation

Work environment and facilities are maintained and monitored

TAFE Queensland provides adequate facilities for workers, students and others in accordance with [Managing the Work Environment and facilities, Code of Practice 2011](#). It consults and coordinates with other duty holders, e.g., building owners, that share responsibility for a safe work environment and facilities (air conditioning, toilets etc.).

Health and Safety Representatives are consulted in relation to the adequacy of facilities.

See - [WHS Act 2011 \(Qld\)](#) (section 19), [WHS Regulation 2011 \(Qld\)](#) (Chapter 3, Part 3.2, Div. 2)

Safe entry and exit from workplaces are maintained and monitored

TAFE Queensland ensures that its staff, students, contractors and members of the public have safe entry and exit from the buildings that it occupies. Signage and diagrams show the location of exits and evacuation routes, inspections are conducted to confirm that they are not obstructed and awareness raising also occurs.

See - [Building Fire Safety Regulation](#) (Sections 8, 9).

Fire safety is an essential life saving measure

TAFE Queensland oversees inspection, testing and maintenance of fire safety installations by licenced contractors on behalf of the building owner (Department of Youth Justice, Employment, Small Business and Training). Their safe operation ensures staff, students, contractors and members of the public can evacuate safely in the event of a fire. Any Critical Defect Notice issued by an appropriately qualified person is escalated to the building owner.

Fire Safety Advisors and Emergency Wardens are also in place to assist TAFE Queensland with emergency preparedness and response in the event a building evacuation is required, and they conduct of inspections to verify fire safety measures are in place.

Fire extinguishers and other fire mitigation measures are also in place where fire is a foreseeable risk of the work being conducted by TAFE Queensland, e.g., welding by staff or engaged contractors.

See - [Queensland Development Code MP6.1](#)

Personal and building security is a priority

Physical security risk assessments are conducted by people with relevant expertise, as required, to assist TAFE Queensland provide appropriate levels of security to protect staff, students, others and property from threats of harm, unauthorised access, and damage.

Processes are in place and are monitored to control site access by staff, visitors, contractors and lone and after hours workers, e.g. identity cards, restricted access signage, out of hours access permission, CCTV, and access codes.

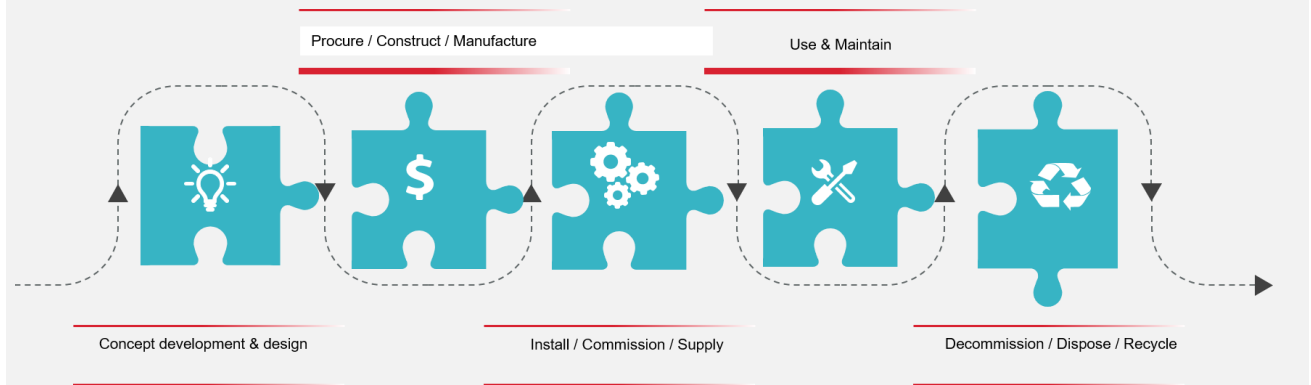
Challenge culture - Staff are encouraged to be alert for people who have no legitimate reason to be in an area and help them only if safe to do so.

WHSE considerations are included infrastructure design

TAFE Queensland collaborates with the building owner - the Department of Youth Justice, Employment, Small Business and Training - to ensure that WHSE requirements are considered early in infrastructure design and throughout the building lifecycle.

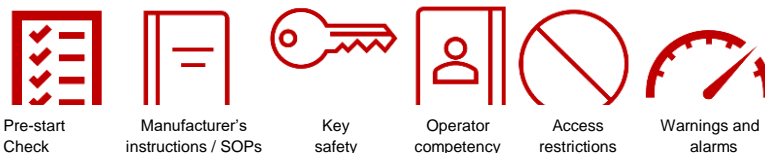
5A.5.2 Plant and Equipment

Figure25: WHSE through the Plant and Equipment Life Cycle



Plant and equipment hazards are managed through safe systems of work

TAFE Queensland's safe system of work for plant and equipment is outlined in [782 PR Plant and Equipment](#). It includes identifying risks through the plant and equipment life cycle, firstly by eliminating them or putting other measures in place if this is not possible, e.g., guards, e-stops:



Isolation processes are used to protect people using, repairing or maintaining plant, equipment and facilities. Plant and equipment which is unsafe, e.g., guards are missing or damaged, or is out of test date is isolated and tagged out of service.

Prohibited items – 23 cm angle grinders

See - [WHS Regulation 2011 \(Qld\)](#) (section 206, 207, 208, 211). [782 PR Plant and Equipment](#)

A Maintenance Program exists and is monitored

A Maintenance Program is in place for the plant and equipment owned and used by TAFE Queensland to ensure it is safe to use, fit for purpose, safety devices are working and it remains in safe design limits. TAFE Queensland determines the maintenance requirements of the plant and equipment it owns from information and recommendations provided by the supplier or manufacturer or legislative requirements. The program includes scheduled and unscheduled maintenance and is conducted by appropriately licenced, qualified or competent persons. It includes identifying, testing and calibrating measurement equipment.

Calibration occurs at frequencies consistent with the manufacturer's recommendation, legislative requirements or at least every 12 months if it is not specified.

Industry Partners engaged to undertake maintenance are managed in accordance with [783 PR WHS Contractor Management](#).

See [WHS Regulation 2011 \(Qld\)](#) (section 213)

5A.5.3 WHSE in Procurement

WHSE hazards and risks associated with the provision of goods and services are identified and managed

TAFE Queensland identifies and manages WHSE hazards and risks associated with the goods and services being procured in accordance with [240 PR Procurement and Purchasing](#). As a part of this process relevant requirements in legislation, codes and standards are identified and met.

Identifying potential WHSE risks early and selecting the best option for managing those risks assists to achieving more favourable WHSE outcomes.

Contractors and subcontractor selection includes WHSE considerations

TAFE Queensland ensures WHSE is considered during subcontractor selection and procurement. The potential WHSE risk level of the procured items determines the degree of WHSE information requested.

See [240 PR Procurement and Purchasing](#), 5B Industry Partners

Relevant training, instruction and supervision is arranged for newly procured goods and services

TAFE Queensland provides instruction and training to workers to enable work to be carried out safely and sustainably on newly procured goods and services, e.g., chemicals, plant and equipment. Changes to safe work practices is considered prior to purchase, along with the need for personal protective equipment.

See - [WHS Act 2011 \(Qld\)](#) (section 19); [WHS Regulation 2011 \(Qld\)](#) (section 39)

Establish and provide arrangements for consultation, cooperation and coordination with other duty holders

TAFE Queensland establishes consultation and coordination arrangements to ensure details from (Principal) Contractor's WHS plans or project risk assessments are provided to subcontractors as applicable to the scope of work they are undertaking before work starts.

See - [WHS Act 2011 \(Qld\)](#) (section 19)

Safe work method statements (SWMS) are required by PCBU's that are providing high risk construction work for TAFE Queensland

TAFE Queensland's procurement process ensures that SWMS are developed by PCBU's that TAFE Queensland contracts with for high-risk construction work. TAFE Queensland checks that work is carried out in accordance with SWMS.

Where TAFE Queensland has engaged a Principal Contractor, both PCBU's collaborate and consult to ensure the health, safety and sustainability of the works.

Environmental considerations are a part of the procurement process

At TAFE Queensland environmental sustainability is an important consideration in the procurement process when purchasing new goods and services, e.g:

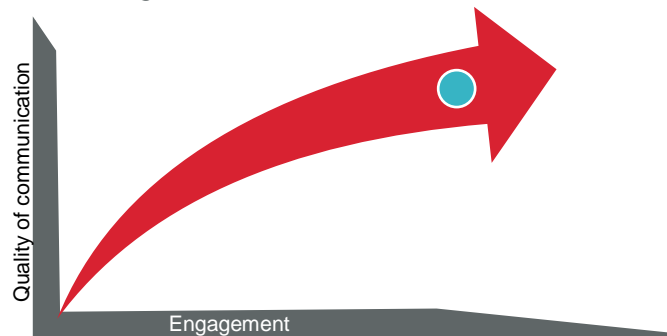
- Energy and water conservation
- Preference for products which are not toxic, but biodegradable
- Have high energy efficiency ratings.

Specifications contain a requirement to comply with health, safety and environmental legislation.

5A.6 WHSE Communication

Call to action 6: WHSE information, requirements and messages are accessible, understood and acted upon. It is timely, transformative and transactional and helps to build a positive organisational culture by influencing knowledge, attitudes and actions.

Figure 26: Staff Engagement through WHSE Communication and Consultation



5A.6.1 Policies and Procedures

WHSE documents are suitable for the organisation and work conducted

Safe at TAFE management system documentation is developed to reflect and manage the work that TAFE Queensland undertakes and the risk profile that arises from that work. It communicates TAFE Queensland's safe systems of work and how to manage WHSE risks strategically and operationally. New documentation may be added when the risk profile significantly changes.

See - [WHS Regulation 2011 \(Qld\)](#) (section 39), 8.2 Policies, Procedures and Other Documents

WHSE documents are promoted, fit for purpose and changes managed

Safe at TAFE policies and procedures are promoted through TAFE Queensland's on boarding processes for staff and by managers and supervisors taking an active role in communicating them to staff.

Documentation is reviewed on a scheduled basis or when triggered by internal or external change, e.g., learnings from incident investigations, legislative changes. To ensure they are fit for purpose, the content is developed by subject matter experts and communicated online and through WHSE and quality networks and systems.

Health and Safety Representatives are consulted during document development and review.

WHSE documents are readily accessible and up to date

All **Safe at TAFE** policies and procedures are controlled and standardised under [001 POL TAFE Queensland Policy Framework](#). These processes ensure that version controlled, up to date documentation is accessible online to staff and obsolete documents are precluded from use. Key documents are available to interested parties on the TAFE Queensland intranet.

See - 3. Documents in **Safe at TAFE**, 8.2 Policies, Procedures and Other Documents

5A.6.2 Safety Shares



Injury, Illness and Pollution
Prevention



Health, Wellbeing and Sustainability
Promotion



Learn

WHSE information is timely and innovative communication tools are sourced

TAFE Queensland is committed to taking advantage of innovative technologies to ensure that WHSE information and messages can reach staff wherever they work, to push urgent messaging to people who need it in an emergency and to providing timely, accurate data and information about WHSE performance and requirements to inform decision-making.

Opportunities for organisational learning are identified and communicated

TAFE Queensland looks for relevant WHSE lessons and best practice from within the business, its industry partners, WHSE regulators and peak bodies. These organisational learnings are communicated to the business through a range of communication channels.

Critical information is shared and is expected to be actioned through [Lessons Learned](#), [Safety Alerts](#) or Safety Notices. They aim to improve the strength of risk controls and increase risk awareness to help to achieve the organisation's WHSE goal. Staff can access them on the intranet.

See - 5A.4.3 WHSE Actions.

Risk based campaigns and promotions are identified and communicated

TAFE Queensland develops risk based WHSE campaigns to inform and raise awareness about WHSE risks and topics. Campaigns may emerge from a range of sources including data from WHSE incident reports, lessons learned from investigations, surveys, needs assessments, national and Qld Government public health and environmental priorities, and audit results.

Safety, health & environmental Awareness For Everyone At TAFE

Safe Work month is a standard part of the annual WHSE program of activities, celebrated by and involving all business units.

See - 5A2.3 Healthy and Well at TAFE

Safety signage is used to provide appropriate instruction and information

Where TAFE Queensland is unable to eliminate a WHSE hazard or risk, it may use signage to provide appropriate information and instruction to staff, students and others in the workplace, e.g., for statutory hazards such as confined spaces, chemicals, electrical, asbestos. Safety signs are checked for appropriateness and condition during workplace inspections. Safety signage is also considered when new work areas are being used.



Red.
Prohibition.
Smoking prohibited



Blue.
Mandatory.
Hand protection



Yellow.
Hazard.
Forklift hazard



Green.
Emergency.
First aid

See – [WHS Regulation 2011 \(Qld\)](#) (section 39), AS 1319:1994 Safety signs for the occupational environment

A range of information sharing channels are in place

TAFE Queensland has a range of information sharing processes in place to ensure Senior Executives, workers and others have the information they need to work safely, e.g., governance and reporting structures, committee meetings, consultative arrangements between management and workers and their representatives, inductions and refreshers, pre-start or kick-off meetings, team meetings, Safety Shares, newsletters, training, policies and procedures, intranet, emails, and records.

See - 2. Engaged and Capable People – Consultation, Cooperation and Coordination / Training and Capability

5. SAFE AT TAFE REQUIREMENTS

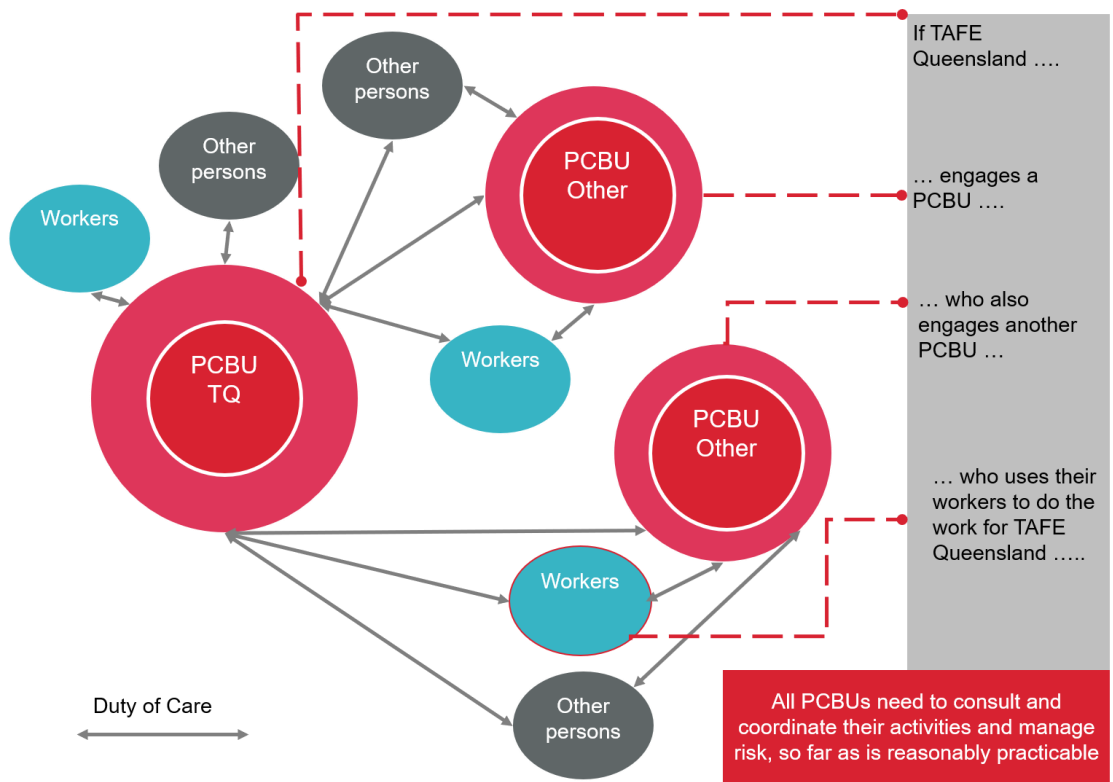
5B. Industry Partners

TAFE Queensland's expects its industry partners to have systems and processes in place to address the risks arising from the work that they perform. When they are undertaking work for TAFE Queensland they must demonstrate how their work health, safety and environment processes support TAFE Queensland's commitment to WHSE and meet or exceed **Safe at TAFE** requirements. They must also ensure their work does not adversely impact the health and safety of TAFE Queensland staff, students, visitors and other contractors, so far as is reasonably practicable. Any environmental impact will be managed.

Industry partners means contractors, sub-contractors, and suppliers.

Part 5A sets out WHSE requirements for TAFE Queensland

Figure 27 Duty for Consultation and Coordination between PCBUs



5B.1 Leadership

TAFE Queensland expects Industry Partners to demonstrate a visible commitment to putting first the health and safety of its people and promoting environmental sustainability.

Requirements

<p>A WHSE Policy is maintained</p>	<p>Industry partner documents and implements a WHSE Policy, or equivalent, committing them to ensuring the health, safety and wellbeing of its workers and others impacted by their work (e.g., TAFE Queensland workers and students).</p>
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	An organisational commitment to pollution prevention and environmental sustainability should also exist.
<i>WHSE Strategic Plan</i> and other relevant planning documents guide actions and priorities	Industry Partner has a WHSE Plan, or similar, document, that outlines the organisation's management system or safe work method to perform the contracted work.
Define WHSE accountabilities and responsibilities	The PCBU, officers and person in charge of the work are identified. The WHSE accountabilities are clear and contact arrangements established.

5B.2 Engaged and Capable People

TAFE Queensland expects Industry Partners to have suitably competent and capable workers and arrangements in place to consult with it and other PCBUs on WHSE matters.

Requirements

WHSE consultative arrangements are established	Industry Partner has established consultative arrangements between management and workers to engage on WHSE matters. These arrangements may include the formation of WHSE Committees and the election of Health and Safety Representatives.
Ensure capability and resourcing for effective consultation	If Health and Safety Representatives have been elected as a part of the Industry Partner's consultative arrangements, they have received prescribed training. Capability and resources (financial, technological and human) must be allocated to support effective communication and collaboration for improved WHS risk management.
Establish consultative arrangements with other PCBUS and share WHSE information	Where other PCBUs are working with or for the Industry Partner and share duties for WHSE matters, consultative arrangements are established to coordinate activities between them. This will help to ensure each PCBU can meet their WHSE obligations, to the extent of their influence or control. WHSE information sharing protocols are established including about shared risks. This can include distribution of meeting minutes, toolbox talks, presentations, safety interactions, emails, intranet etc.
Define and communicate worker WHSE accountabilities and responsibilities	Industry Partner has a process to inform workers of their legal duties and organisational responsibilities for WHSE, e.g., inductions, role descriptions, and procedures.
Essential WHSE inductions and orientations	Industry Partner has systems in place to ensure workers are provided with WHSE inductions and refreshers and ensures they are inducted by TAFE Queensland prior to the commencement of work and again when refreshers are due.
WHSE qualifications and certifications are checked and verified	Industry Partner checks, verifies, maintains currency and records WHSE qualifications, certifications, and licences
Prompt resolution of WHSE issues	Industry Partner has internal processes for the prompt, final and effective resolution of WHSE issues or are committed to using the default issue resolution process prescribed in the WHS Regulation . TAFE Queensland are informed of the WHSE issue where it impacts its key stakeholders or the continuity of the business, and where a regulator has become involved.

5B.3 WHSE Risk Management

TAFE Queensland expects its industry partners to use a risk management approach to preventing injuries, ill health and environmental harm. Active hazard identification and the application of strong risk controls is fundamental to achieving this.

Requirements:

All staff, contractors and others are required to take reasonable care of themselves and others	Industry Partner staff and contractors have a responsibility to take reasonable care for the health and safety of themselves and others, to follow procedures that have been put in place for health and safety and to protect the environment from harm. This includes the identification of WHSE hazards and the implementation of risk control measures within their control to prevent injury, illness or harm.
A WHSE hazard reporting system is in place and hazards are managed	Industry Partner has a system or process for reporting hazards and risks so they can be acted on in a prompt manner so they do not represent a risk to workers and others.
Reasonably foreseeable hazards and risks are identified and controlled	<p>Industry Partner identifies reasonably foreseeable hazards and risks associated with its work for both business-as-usual operations and emergency situations and assigns responsibilities and accountabilities.</p> <p>Risk management tools are used to manage WHSE risks, e.g., Job Safety and Environmental Analyses, Safe Work Method Statements, Safe Operating Procedures and Risk Registers.</p> <p>Where different PCBUs are involved in work, effective consultation and coordination processes are put in place to hand over relevant WHSE risk information and to coordinate activities safely and sustainably.</p>
The hierarchy of risk control is used to manage WHSE risks (elimination before minimisation)	Industry Partner uses the hierarchy of risk control to manage WHSE risks. Elimination of the hazard or risk is the preferred strategy, and if this is not able to be achieved alternative methods of risk control must be sufficiently strong to minimise the risk of injury, ill health and harm to the environment, so far as is reasonably practicable.
WHSE risks are escalated to alert management of a new or emerging risk	Industry Partner escalates hazards and risks to the appropriate level of management, so they are effectively managed. This includes informing TAFE Queensland of hazards and risks that may impact it, along with information about their elimination or minimisation strategy.
Hazardous Work risks are identified and managed	Industry Partner has appropriate safe work methodologies for conducting hazardous work, safely. Hazardous work is noise above the exposure standard, hazardous manual tasks, confined spaces, falls, high risk work and demolition work.
Emergency situations are identified and prepared for	Industry partner has identified the potential emergency situations that may arise out of the, or external to, their work. They have plans and procedures in place to prepare for, respond to and recover from them. For example, building evacuation procedures, confined space rescue plans, hazardous chemical clean up processes.

5B.4 WHSE Assurance and Improvement

TAFE Queensland expects its industry partners to take all reasonably practicable steps to check and verify that the prevention and promotion measures that they have in place are effective.

Requirements:

Have a system through which WHSE incidents can be reported and notified	<p>Industry Partner has a documented process for reporting that enables workers to report all hazards and WHSE incidents and for actions arising and learnings to be communicated.</p> <p>Through consultation, agree the level of WHSE incident to be reported to TAFE Queensland</p>
Respond to reported WHSE incidents	The Industry Partner will respond to all WHSE incidents and possesses the capability and equipment to do this.

	TAFE Queensland shall be kept informed in advance of any impact on its business continuity and steps to redress this.
Timely and thorough investigations commensurate with severity	Industry Partner conducts timely and appropriate levels of WHSE incident investigations. Actions are identified and tracked to completion. Learnings are communicated to workers and TAFE Queensland (where relevant).
Report notifiable WHSE incidents to the regulator	The WHSE incident reporting process includes informing the regulator of notifiable events.
Manage and track safety actions (including regulatory notices)	Industry Partner implements and maintains a process to track actions from identification through to completion, so that WHSE risks are managed through effective controls. This includes actions from any regulatory notice issued during the conduct of work for TAFE Queensland.
Seek or provide assurance that reasonably foreseeable hazards and risks are identified and managed	The Industry partner exercises due diligence by implementing a process to assure the identification of hazards and risks, e.g., inspection activities, testing programs
Check that WHSE risk controls are in place to Prevent injuries, ill health and environmental harm and promote health and well being	Industry Partner has a process to verification that their risk controls are appropriate, in place, sufficiently strong, and used correctly. The process may include monitoring activities such as workplace inspections, task reviews, risk assessment reviews and behavioural observations. TAFE Queensland may make requests for information or conduct inspections to assure itself that the Industry Partner has adequate risk controls in place so that work is performed safely and sustainably.
Effectiveness of Safe at TAFE and work methodologies are checked through assurance activities	Industry Partner has a process to review its WHSE management system or work method and make improvements, in consultation with workers and interested parties, such as TAFE Queensland.
Subcontractors and Principal Contractors participate in WHS inspections	TAFE Queensland implements a documented process to ensure subcontractors participate in undertaking WHS inspections with the Principal Contractor within their immediate and other work areas.
Seek or provide assurance that CCC arrangements are implemented and maintained	Ensure consultation, cooperation and coordination (CCC) arrangements are implemented and maintained.
Seek or provide assurance that the safety management system is functioning and managing risk	Implement and maintain a process that seeks to assure that the elements of the safety management system are working together as a system and are effectively managing risk.
Monitor and review governance and safety performance	Industry Partner has a process for monitoring and reviewing WHSE performance to ensure management processes are operating as intended and make changes to WHSE risk controls, as necessary.

5B.5 Facilities, Plant and Equipment

Requirements

Work environment and facilities are maintained and monitored	Industry Partner provides adequate facilities for workers and others in accordance with <i>Managing the Work Environment and facilities, Code of Practice 2011</i> . It consults and coordinates with other duty holders, like TAFE Queensland, that share responsibility for a safe work environment and facilities.
Safe entry and exit from workplaces are maintained and monitored	Industry Partner ensures that its work does not obstruct entry and exit from workplaces, including those of TAFE Queensland.
Fire safety is essential	Industry Partner ensures its work does not obstruct or interfere with the effective operation of fire installations.

	<p>Where the Industry Partner has been engaged to maintain fire installations they must be appropriately competent to help ensure fire safety compliance of the buildings that TAFE Queensland occupies.</p> <p>See <i>Queensland Development Code MP6.1</i></p>
Plant and equipment hazards are managed through safe systems of work	<p>Industry Partner has safe systems of work in place to manage the WHSE risks of the plant and equipment that it uses as a part of its work. The hierarchy of risk control is used to ensure that strong control measures are in place. Plant and equipment risk assessments are available, if requested.</p> <p>Industry Partner is responsible for the electrical safety of its plant and equipment, including testing and tagging in compliance with legislative requirements.</p>
A Maintenance Program exists and is monitored	<p>Industry Partner has processes in place to ensure that their plant and equipment is maintained in accordance with recommendations provided by the supplier or manufacturer or legislative requirements and by appropriately licenced, qualified or competent persons. Maintenance records are available, if requested.</p>

5B.6 WHSE Communication

Requirements

WHSE documents are suitable for the organisation and the work conducted	<p>Industry Partner has suitable documentation that enables it to communicate their safe systems of work and how they manage WHSE risks strategically and operationally for the work being conducted.</p>
Safety signage is used to provide appropriate instruction and information	<p>Where Industry Partner is unable to eliminate a WHSE hazard or risk, it uses signage to provide information and instruction about WHSE requirements. They have processes in place to check signage for appropriateness and condition.</p> <p>See – <i>AS 1319:1994 Safety signs for the occupational environment</i></p>
A range of information sharing channels are in place	<p>Industry Partner has a range of information sharing processes in place to ensure workers and others have the information they need to work safely, e.g., inductions, pre-start meetings, team meetings, Safety Shares, newsletters, training, policies and procedures, intranet, emails, meeting minutes, committees etc.</p>

6. RESPONSIBILITIES

Demonstrate *Safety First*:

Role	Responsibilities
<p>Senior Executives (including Directors)</p> <p>CHRO is the delegated accountable role for Safe at TAFE and WHSE legal compliance</p>	<ul style="list-style-type: none"> • Authorise WHSE policy and plans that support a proactive approach to WHSE, incident prevention, health promotion, wellbeing and pollution prevention. • Demonstrate visible WHSE leadership to help establish a positive safety culture where Safety First is a realised value and environmental sustainability is integrated into the way business is conducted. • Exercise due diligence by being informed about WHSE hazards and risks and ensuring adoption of Safe at TAFE processes to ensure oversight, risk management and assurance (verification). • Provide resources to implement and maintain Safe at TAFE so that it remains relevant to the scope of the business. • Provide strategy, direction and decision-making when reviewing work health, safety and environment performance and risk profile • Accountable for the WHSE performance of TAFE Queensland and their region or business unit. • Monitor compliance with legislative and regulatory requirements to respond to new or changed obligations and report breaches to regulators so that the business is not compromised. • Maintain effective organisational arrangements for consultation between workers, students, interested parties and TAFE Queensland management on WHSE matters. • Ensure there are organisational processes for managing strategic and operational WHSE risks so they are eliminated so far as is reasonably practicable or, when it is not reasonably practicable to do so, minimised. • Provide assurance processes that check WHSE systems and compliance strategies are effective so that any vulnerabilities in risk mitigation are detected and strengthened through action and change. • Participate in WHSE leadership activities as such as the 'Walk the Talk' program. • Action the Senior Executive High 5 and hold staff accountable for actioning theirs.
<p>Managers and Supervisors</p>	<ul style="list-style-type: none"> • Shall implement the requirements of Safe at TAFE in the work under their management or control. • Know the WHSE risks that team members and the environment are exposed to and eliminate or minimise them, so far as is reasonably practicable. • Provide workers with appropriate resources, training, supervision and instruction in relation to the work they perform. • Consult with workers, industry partners and their representatives on WHSE matters that impact them. • Assign work based on the appropriate experience, capability, competence, registration and qualifications of team members. • Promote health and wellbeing of workers and support injury management processes to enable injured workers to stay at work or return early to work when it is safe to do so. • Conduct business unit level risk assessments (MRA) and consult workers and industry partners when identifying, assessing and applying controls to potential WHSE hazards. • Ensure provision of relevant safety, ergonomic and personal protective clothing and equipment for staff under their supervision. • Monitor workplace conditions, plant and equipment and take appropriate action to prevent illness or injury to workers and harm to the environment • Undertake workplace inspections

	<ul style="list-style-type: none"> Engage in WHSE Safety Shares, convey organisational WHSE learnings and model positive WHSE behaviour. Action the Manager High 5 and hold their staff accountable for actioning theirs.
Educators	<ul style="list-style-type: none"> Implement the requirements of Safe at TAFE in training and assessment activities. Ensure that student's learning needs are delivered in a healthy and safe work environment, with safe plant and equipment and maintained by good housekeeping. Orientate students to TAFE Queensland's WHSE requirements relevant to the training and assessment being conducted. Know the WHSE hazards and risks arising from training and assessment activities, in normal and emergency conditions and mitigate through risk management. Inform students of the hazards and risks of task being performed and why and how particular measures will protect them, others and the environment from harm. Maintain currency of WHSE knowledge, skills, licences, registrations and certifications. Plan how to deliver training and assessment safely and sustainably and document using appropriate documentation, e.g., JSEA, Take 5, Lesson Plan, safe work method statement, and conduct pre-operation checks of training spaces, plant and equipment being used. Perform the role of emergency warden. Provide appropriate information, instruction and training in the use and maintenance of personal protective equipment. Action their Educator High 5 and hold students to actioning theirs.
Workers Staff Contractor Sub-contractor Work experience student Labour hire Volunteer	<ul style="list-style-type: none"> Implement the requirements of Safe at TAFE into work performed. Take reasonable care of their own health and safety and that of others. Comply with TAFE Queensland's WHSE policies and procedures. Cooperate with any reasonable WHSE instruction, which includes following safety signage messaging Actively support and participate in WHSE consultation, training, and health promotion activities. Assist managers and supervisors in applying appropriate WHSE risk control measures and participate in assurance activities Report and log WHSE hazards and incidents to their supervisor and electronically, in a timely manner. Plan how to conduct role tasks safely and sustainably and document using appropriate documentation, e.g., JSEA, Take 5, , safe work method statement, and conduct pre-operation checks of training spaces, plant and equipment being used. Maintain competency, capability, qualification, certification, and registration necessary for their role (e.g., First Aid/CPR, Blue Card, Forklift licence). Use plant and equipment for intended purposes, not interfere with safety devices or alter design. Use and wear PPE in accordance with the information, instruction and training given. Follow the general environmental duty. Exercise their High 5 responsibilities - Facilities and Site Services, TAFE Services.
Others Students Clients Visitors Public	<ul style="list-style-type: none"> Take reasonable care for their own health and safety and that of others. Comply with actions taken by, or instructions given by, TAFE Queensland to comply with its legal obligations. Follow the general environmental duty. Students follow Student Rules and the reasonable instruction of Educators. Action the Student High 5

Health and Safety Representatives

- Represent the work health and safety interests of workers in their work group to management and participate in consultative arrangements.
- Perform their statutory powers and functions to achieve positive work health and safety outcomes, including conducting workplace inspections.
- Ensure the currency of their training.
- Action their [Health and Safety Representative High 5](#)
- 31 new changes have been identified in a review of the WHS ACT 2011. Changes will be added once new laws have completed Parliament

WHS Team

- Develop and maintain **Safe at TAFE** documentation to promote healthy, safe and environmentally sustainable workplaces.
- Monitor compliance with **Safe at TAFE** and legal requirements and feed findings into continually improving the system and assuring Executives, Managers and workers of WHSE performance.
- Support regions and business units in implementing Safe at TAFE and monitoring their performance.
- Develop, monitor and report on progress against the strategic, regional and operational plans for WHSE on a monthly and quarterly basis.
- Support consultation, cooperation and collaboration arrangements.
- Plan, schedule, undertake or monitor assurance and health promotion activities.
- Lead selected WHSE incident investigations and monitor the systematic investigation or review of all WHSE incidents.
- Ensure the integrity, privacy and confidentiality of information being maintained in WHSE systems and processes.
- Provide advice and support to staff on all aspects of work health, safety and wellbeing, including the management of work health and safety risks.
- Provide claims management, rehabilitation services to injured and ill workers
- Develop and promote injury prevention and health promotion and wellbeing initiatives.
- Provide advice on WHS issues
- Action the [WHS Team High 5](#)

Information about the responsibilities of other WHSE roles such as First Aider and Emergency Warden are outlined in WHSE documentation available on SPOT

7. DEFINITIONS

Actions	Measures taken to rectify conditions adverse to the health, safety and environment to prevent reoccurrence of those conditions. Includes non-conformances with Safe at TAFE requirements. May arise from WHSE audits, inspections, meetings and incidents etc.
Assurance	Identifying hazards before they result in WHSE incidents, seeking out system weaknesses and challenging the effectiveness of risk controls using WHSE information that may indicate emerging WHSE risks. Checking and verifying risk controls are in place through activities such as audits, inspections and WHSE investigations.
Consultation	Sharing of relevant information and providing reasonable opportunity to contribute to the decision making process on WHSE matters.
Due diligence	Officers taking every precaution, as far as is reasonably practicable, to protect the health and safety of workers and others who carry out work for, or on behalf of, TAFE Queensland. See Attachment A .
Duty holder	Refers to any person who owes a WHS duty under the WHS Act 2011 (Qld) including a person conducting a business or undertaking (PCBU), designer, manufacturer, importer, supplier, installer of products or plant used at work (upstream duty holders), an officer, workers and other persons at the workplace. More than one person can concurrently have the same duty in which case the duty is shared. One person can also hold multiple duties. Duties cannot be transferred.
Employer	Employer is used when referring to Queensland's workers compensation and rehabilitation law and obligations. It carries a narrower definition than PCBU. See PCBU.
Escape. Hide. Tell	Escape by moving quickly and quietly away from danger. Hide by staying out of sight and silencing phones. Tell the police by dialling 000 when it is safe.
Facilities	For example - drinking water, toilets, handwashing, dining areas, personal storage, change rooms, and shower facilities. Refer Work Environment and <i>Managing the Work Environment and Facilities, Code of Practice, 2021</i> .
Fit for work	A physical and psychosocial state enabling a worker to perform their role or learning in a way that does not threaten their or others' health, safety and wellbeing.
General environmental duty	A person must not carry out any activity that causes or is likely to cause environmental harm unless the person takes all reasonable and practicable measures to prevent or minimise the harm
Governance	How an organisation is directed and controlled. Governance can include organisational structures, management roles and the scope of the authority they exercise, and the frameworks established for making decisions.
Hazard	A source or situation with a potential for harm in terms of human injury or ill-health (physical / psychosocial), damage to property or harm to the environment, or a combination of these.
Health	Health is the state of complete physical, mental and social wellbeing.
Health and Safety Representative (HSR)	Means a worker representative elected by their designated work group to represent their health and safety interests.
High Risk Work	As per WHS Regulation (Schedule 3) - scaffolding, dogging, rigging, cranes, materials hoist, personnel and materials hoist, concrete placing boom, reach stacker, forklift, boiler, steam turbine, reciprocating steam.
Industry Partner	Contractors, sub-contractors and suppliers. Provide service for a fee but are not directly employed.
Inspection	Observations of work environment, work practices, equipment used or reported hazard with a view to assessing level of risk control and compliance.
Investigator	Line manager / supervisor of injured / ill person / person involved. WHS Team. External investigator. For Class A investigations, ICAM trained or other investigation training, Director, subject matter expert.
Officers	Broadly, an officer is a person who makes, or participates in making, decisions that affect the whole, or a substantial part, of the organisation's activities – see WHS Act 2011 (Qld) (section 4).
PCBU	Is an umbrella term that is intended to capture all types of working arrangements. TAFE Queensland is a PCBU and its partners will usually be PCBUs as well. Excludes volunteer associations. See WHS Act 2011 (Qld) (section 5). See Employer.
Plant	Plant includes machinery, equipment, appliance, container, implement and tool components or anything fitted or connected to those things. Plant that relies exclusively on manual power for its operation and is designed to be primarily supported by hand is not covered in the WHS Regulation, 2011 (Qd), e.g., screwdriver. The general duty of care applies in this instance.
Primary duty of care	A 'person conducting a business or undertaking' (PCBU), who is usually the employer, has a primary duty of care under the WHS Act 2011 (Qld) to ensure the health and safety of workers and others while they are at work. So far as is reasonably practicable, the PCBU must achieve this through: <ul style="list-style-type: none"> the provision and maintenance of a work environment without risks to health and safety;

	<ul style="list-style-type: none"> the provision and maintenance of safe plant and structures; the provision and maintenance of safe systems of work; the safe use, handling and storage of plant, structures and substances; the provision of adequate facilities for the welfare at work of workers in carrying out work for the business or undertaking, including ensuring access to those facilities; 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 business or undertaking; and that the health of workers and the conditions at the workplace are monitored for the purpose of preventing illness or injury of workers arising from the conduct of the business or undertaking. <p>See WHS Act 2011 (Qld), section 19</p>
Reasonably practicable	Doing what is reasonably able to be done to ensure the health and safety of workers and others (refer to WHS Act 2011 (Qld) , section 18 for the definition in full)
Risk (WHSE)	Degree of risk of injury, illness or environmental harm as assessed by likelihood and consequence.
Safety climate	The safety climate is the 'current mood and morale' of workers in relation to safety. Immediate Supervisors are major influencers of climate.
Safety culture	Refers to 'the way we do things around here' when it comes to safety. Safety culture reflects the values and beliefs that are held within an organisation. They influence what people do and why.
Safety leaders and leadership	Safety leaders are people who influence the attitudes and behaviours of others. Sometimes they do this through their formal role and sometimes by their personal influence. They can be at all levels of the organisation, promote legal compliance, promote continuous improvement and are actively involved in WHSE initiatives. They help to create a positive safety climate and culture by what they do and say.
Stakeholder	Person or organisation that can affect, be affected by, or perceive themselves to be affected by a TAFE Queensland decision or activity.
Safe systems of work	At an organisational level, a safe system of work is a comprehensive and integrated framework for managing risks associated with the work performed by a business. At a task or activity level, it refers to a procedure to eliminate or manage the risks arising from the task. It refers to the adequacy of the risk control measures which are put in place.
Safety Share	Is the process of sharing WHSE information to encourage engagement and awareness of Safe at TAFE , WHSE topics, organisational learnings and issues, e.g., sharing at meetings, toolbox talks, and Safety Alerts. It is about direct engagement on WHSE issues.
Senior Executive	Positions which have the responsibility and authority to ensure compliance with Safe at TAFE , set policy and strategic decisions and are responsible for ensuring that adequate resources are available for WHSE. Includes positions which are Officers under the WHS Act 2011 (Qld) . For Safe at TAFE it refers to the Chief Executive Officer, General Managers, Corporate Executives, Regional Executive and TQ Board.
Students	Persons who are enrolled and studying at TQ. They are classified as visitors under the State's safety legislation. They have legal safety duties and organizational obligations (Student Rules, High 5s) that they must fulfil.
Wellbeing	Is a complex combination of a worker's physical, psychosocial, work and social health dimensions, strongly linked to happiness and satisfaction. Work impacts people's wellbeing and wellbeing impacts work.
WHSE Incident	An occurrence or unplanned event, or series of events, that arise out of the course of work that could or does result in 1) physical / psychosocial injury, ill health, 2) injury free event (property damage, environmental harm, legislative breaches) and 3) near misses.
Work environment	Entry and exit, work areas, workstation, floors and other surfaces, lighting, housekeeping, ventilation, heat and cold. Refer Facilities and <i>Managing the Work Environment and Facilities, Code of Practice, 2021</i> .
Work Group	A group of workers who share a similar work situation and forms a part of TAFE Queensland's WHSE consultative arrangements.
Worker	A person is a worker if the person carries out work in any capacity for a PCBU as per WHS Act 2011 (Qld) (section 7), e.g., employees, contractors, subcontractors, volunteers.
Workplace	Means a place where work is carried out for TAFE Queensland and includes any place where a worker goes, or is likely to be, while at work. This may include, but is not limited to, laboratories, workshops, training rooms, training kitchens, vehicles or vessels, on field trips, in teaching facilities, in offices, in rural environments and any area of industry operations.

8. LEGISLATIVE AND POLICY BASIS

8.1 Authority

<i>Work Health and Safety Act 2011 (Qld)</i>	Qld Legislation	Legislation and Regulations
<i>Work Health and Safety Regulation 2011 (Qld)</i>	www.legislation.qld.gov.au	
<i>Workers' Compensation and Rehabilitation Act 2003 (Qld)</i>		
<i>Workers' Compensation and Rehabilitation Regulation 2014 (Qld)</i>		
<i>Building Fire Safety Regulation 2008 (Qld)</i>		
<i>Electrical Safety Act 2002 (Qld)</i>		
<i>Electrical Safety Regulation 2013 (Qld)</i>		
<i>Environment Protection Act 1994 (Qld)</i>		
<i>Environment Protection Regulation 2019 (Qld)</i>		
<i>Environment Protection Policies – air, noise, water and wetland, waste (Qld)</i>		
<i>Transport Operations (Marine Safety) Act 1994 (Qld)</i>		
	Worksafe Qld	Code
<i>How to Manage Work Health and Safety Risks, Code of Practice, 2021</i>		
<i>Managing Electrical Risks in the Workplace, Code of Practice, 2021</i>		
<i>Managing the Risks of Plant in the Workplace, Code of Practice, 2021</i>		
<i>Managing the Work Environment and Facilities, Code of Practice, 2021</i>		
<i>Work Health and Safety Consultation, Cooperation and Coordination, Code of Practice, 2021</i>		
<i>National Code of Practice for Chemicals of Security Concern</i>	Attorney General, Australian Government	
<u><i>Be Healthy, Be Safe, Be Well Framework</i></u>	Public Service Commission	Policy
<u><i>Waste Management and Resource Recovery Strategy</i></u>		
<i>AS/NZS 1269 Occupational noise management – measurement and assessment of noise emissions and exposure</i>	Standards Australia	Standard
<i>AS/NZS ISO 45001:2018 Occupational health and safety management systems – requirements with guidance for use</i>		
<i>AS/NZS ISO 14001:2016 Environmental management systems – requirements with guidance for use</i>		
<i>AS 3745: 2010 Planning for Emergencies in Facilities</i>		
<u>Information Sheet – Australian Standards referenced in WHS regulation</u> , Safe Work Australia		
<i>Australian Work Health and Safety Strategy 2012–2022</i>	Safe Work Australia www.safeworkaustralia.gov.au	Strategy

8.2 Policies, Procedures and other Documents

<i>223 PL Risk Management</i>		Policy
<i>708 PL Work Wear and PPE</i>		
<i>721 PL Bullying, Sexual Harassment and Violence</i>		
<i>723 PL Working with TAFE Conduct, Ethics and Performance Policy</i>		
<i>760 PL Smoke Free Environment</i>		
<i>768 PL Critical Incident Management</i>		
<i>774 PL Cessation of Employment in Certain Circumstances</i>		
<i>778 PL Rehabilitation</i>		
<i>779 PL WHSE Policy</i>		

High 5s

<p>WHS Strategic Plan 2018-2022 TAFE Queensland Social and Environmental Sustainability Action Plan TAFE Queensland Mental Health and Wellbeing Strategy Regional WHSE Action Plans Annual WHSE Operational Plans Vessel Safety Management Plans Environmental Management Plan – Great Barrier Reef International Marine Centre</p>	(Strategic) Plans
<p>728 FW Leadership Capability Framework Educator Capability Framework 001 TAFE Queensland Policy Framework</p>	Frameworks
<p>180 Educational Staff Competency and Currency 221 PR Compliance 223 PR Risk Management 716 PR Flexible Work and Telecommuting 768 PR Critical Incident Management 761 PR First Aid 769 PR Emergency Management 773 PR WHSE Incident Reporting, Investigation and Management 775 PR Management of Staff Independent Medical Examinations 778 PR Workplace Rehabilitation 787 PR WHS Induction and Training</p>	Procedures - process
<p>714 PR Children of Staff in the Workplace 762 PR Infection Control 763 PR Hazardous Chemicals and Dangerous Goods 764 PR Ergonomics and Manual Tasks 765 PR Personal Protective Equipment 782 PR Plant and Equipment 783 Work Health and Safety Contractor Management 785 PR Remote and Isolated Work 790 PR Battery Charging and Storage 791 PR Hazardous Building Materials 792 PR Motor Vehicle Safety and Journey Management 793 PR Traffic Management 794 PR Working at Heights</p>	Procedures – hazards / risk
<p>727 GL Performance Planning and Development Guideline 764 GL Ergonomics and Manual Tasks 766 GL Personal Emergency Evacuation Plan</p>	Guidelines

9. DOCUMENT HISTORY AND CONTACT DETAILS

9.1 Version

Number	Version	Implementation Date	Review Date
FW 789	4.0	15/7/2016	1/7/2023

9.2 Revision History

Revision Date	Summary of Amendments	Prepared by	Version
15/7/2016	Development of official version	Kelly Ieti	1.0
6/10/2017	Updated with minor amendments to add information on: <ul style="list-style-type: none"> governance arrangements, and Incident Management 	Kylie Rattle	2.0
21/3/2019	Updated as part of the comprehensive review of WHSW P&P instruments, with the following changes: <ul style="list-style-type: none"> Additional material on the Work, Health, Safety and Wellbeing Strategic Plans and supporting regional Work Health, Safety and Wellbeing Plans Addition of responsibilities from the former Work Health and Safety Accountabilities and Responsibilities Procedure that has been retired Update to terms, references and legislative references 		3.0
20119/8/2019	<ul style="list-style-type: none"> Referenced Safety Action Plan (SAP)(Section 4) Provided SAP template to link in procedure Additional responsibilities to Regional Work Health, Safety and Wellbeing Practitioners 	HSW Consultant	3.1
18/2/2020	<ul style="list-style-type: none"> Inserted explanation of safety alert, safety notice and lessons learned 	Mark Patterson	3.2
1/7/2021	<ul style="list-style-type: none"> Complete restructure – Safe at TAFE introduced 	Vyrene Smith	4.0
20/4/2023	<ul style="list-style-type: none"> Review of Safe at TAFE Framework 	Mark Lewis	5.0
6/7/2023	<ul style="list-style-type: none"> Amendments to DESBT / DYJESBT 	Mark Lewis	5.1
13/7/2023	<ul style="list-style-type: none"> Minor amendments to sentences and images 	Mark Lewis	5.2

9.3 Contact Details

Owner	Contact Officer
Chief Human Resources Officer	Director Workplace Health and Safety Phone: (07) 40422566 email vanessa.kissane@tafeqld.edu.au

Indicative Annual Safe at TAFE Program of Activities

Element	Activity	Responsibility	Daily	Monthly	Quarterly	Six Monthly	Annually	
Organisational Commitment and Leadership	WHSE Statement of Commitment Review	TQ Executive, all					✓	
	TQ WHSE Performance Reports / Key Performance Indicators	TQ and Regional Executive, WHSE Committees		✓	✓		✓	
	Employee Engagement / other Survey						✓	
	Walk the Talk				✓			
Engaged and Capable People	Safety Committee Meetings	Management, workers, representatives			✓			
	Health and Safety Representative Elections	Work Group	As required. End of 3 year term.					
	Health and Safety Representative training	HSR	As required. End of 3 year term.					
	New starter induction	Managers / Supervisors	During on boarding					
	WHS Refresher	Managers / Supervisors					✓	
	Student orientation	Educators	Commencement					
Risk Management	WHSE Risk Register Review	WHSE Team					✓	
	Master Risk Assessment Review		As Required. Max 2 year interval					
	Traffic Management Plan Reviews (Per Site)						✓	
	Chemical Register Review						✓	
	Job Safety and Environment Analysis		Prior to the commencement of task					
	Fire Safety Audits						✓	
	Emergency Management Plans (Per Site)						✓	
Assurance and Review	WHSE Internal Audit (system)						✓	
	Training Area Inspections (Manager)				✓			
	Pre-Operation Training Area Inspections (Educator)		✓					