

Policy and Procedure Register updates



Summary of changes to:

Health, safety and wellbeing risk management procedure

1. Reason for new/updated policy or procedure *(select all that apply)*

- | | |
|--|--|
| ☐ Change of policy/procedure requirements | ☒ Audit/review recommendation |
| ☐ Change to legislation/delegations | ☐ Due for review ☐ Other |

As part of the Department of Education's ongoing commitment to continuously improve and mature its approach to health, safety and wellbeing (HSW) risk management, the HSW Risk Management Procedure has been developed.

The procedure aims to support a more consistent and integrated approach to HSW risk management across the department. It provides a single point of reference for HSW risk management requirements and supports the ongoing maturity of the department's HSW Management System by clearly defining the department's approach to managing HSW risks.

2. Summary of changes

This is a new procedure; however, it does not introduce new HSW risk management requirements, responsibilities or processes. Instead, it brings together and clarifies existing departmental HSW requirements, providing a simplified, consistent and overarching approach to HSW risk management across all workplaces. This simplification supports the department's red tape reduction strategy by making HSW requirements easier to understand and apply. The responsibilities outlined within the procedure reflect current practices already established through hazard-specific procedures and the department's [standard approach to HSW risk management](#).

The procedure does not replace existing hazard-specific HSW procedures, such as the Asbestos management procedure. Where a hazard-specific procedure exists, it continues to apply. Nor does the procedure provide detailed instructions for specific risk management activities. Instead, it offers overarching guidance for managing HSW risks and refers users to existing resources, such as the [Managing Health and Safety Risks Guideline](#) and [Standard HSW Risk Assessment Template](#). These resources provide detailed processes, tools and guidance to support implementation in areas where no hazard-specific procedure exists. This ensures a more integrated and consistent approach to HSW risk management across the department.

3. Impacts to roles and responsibilities

Does the new/updated content change staff roles/responsibilities *in any way*? ☐ Yes ☒ No

If yes, select the type of change: (select all that apply)

- | | | |
|---|--|---|
| ☐ Revised responsibilities | ☐ New/additional responsibilities | ☐ Removed responsibilities |
|---|--|---|

Position title	Summary of change	Page#

4. Communication and support for implementation

Communications to staff will be distributed through Director-General messages, online regional information sessions, school HSW Committee packs, Quarterly Scorecard reporting, ConnectED, digital marketing, discussion lists, online drop-in information sessions, updated 2027 Annual Safety Assessment (ASA), updated HSWMS plan and leadership manual, updated HSWMS OnePortal site and updated Health and Safety Advisor training content.

For further assistance, please contact:

HSW Systems team

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Procedure effective: 6/10/2026, version 1.0