

## Policy and Procedure Register updates

### Health, safety and wellbeing policy

Reason for new/updated policy or procedure		
<input type="checkbox"/> Change of policy/procedure requirements	<input checked="" type="checkbox"/> Audit/review recommendation	
<input type="checkbox"/> Change to legislation/delegations	<input type="checkbox"/> Due for review	<input checked="" type="checkbox"/> Other
<p>On 2 January 2024, Queensland's work health and safety regulator accepted an enforceable undertaking (EU) from the department, which is a legally binding commitment to implement effective health and safety initiatives. The EU mandated the implementation of an approved HSW policy within 12 months of the EU acceptance (by 3 January 2025).</p>		
Summary		
<p>The introduction of this HSW policy does not create any additional workload or significant change for schools, staff or stakeholders. It details the department's current health, safety and wellbeing management system (HSWMS) and how the department will meet its HSW legal obligations.</p> <p>To make the HSWMS more user friendly and to assist the department in aligning its current HSW processes with its HSW legal obligations, the HSWMS framework has been revised into 5 key element headings, with all current HSW procedures and documents being sorted into one of the 5 elements.</p> <p>The new HSWMS elements introduced in the HSW policy are:</p> <ul style="list-style-type: none"> <li>• Risk management</li> <li>• Incident management</li> <li>• Engagement and support</li> <li>• Health and staff rehabilitation</li> <li>• Performance and improvement</li> </ul> <p>There are no additional processes being introduced as a result of this policy's creation, however, the policy does briefly introduce two new concepts:</p> <ul style="list-style-type: none"> <li>- HSWMS plan (the plan)</li> <li>- HSWMS Leadership Manual (the manual)</li> </ul> <p>The plan and the manual are two separate documents to the HSW Policy that are required under the EU. These are internal documents designed guide staff on the HSWMS and how to access and use it. These documents are currently being drafted and consulted.</p>		
Impacts to roles and responsibilities		
Does the new/updated content change staff roles/responsibilities <i>in any way</i> ?		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Communication and support for implementation		
<p>A communication plan has been drafted to release the HSW policy, alongside the HSWMS Management Plan and HSWMS Leadership Manual in Term 4, 2024 and Term 1, 2025. It includes:</p> <ul style="list-style-type: none"> <li>- online two-way regional information sessions hosted by PPR</li> <li>- email to the regions, unions and association members to inform them of the new policy</li> <li>- briefing the minister's office by PPR</li> <li>- ConnectED</li> <li>- HSW Committee Packs</li> <li>- inclusion in Mandatory All Staff Training (MAST) and Management Foundation (MF) HSWMS training 2025</li> <li>- inclusion in health and safety advisor training courses</li> <li>- updates to department internal and external webpages</li> </ul>		