OneSchool Global

Work Health and Safety Policy

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Region: Tasmania

Work Health and Safety Policy

<table>
<tr><td>OSG Document Code
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<tr><td rowspan="2">Policy author
Teresa Neville, State Compliance and Business Manager</td><td rowspan="2">Reviewed by:
Frank Vetere, Regional Principal

Jeremy Dunham, Campus Principal</td><td>Endorsed by: OneSchool Global TAS Board on 19/11/2026</td></tr>
<tr><td>Approved by: OneSchool Global TAS Board on 19/11/2026</td></tr>
<tr><td>Local Document Code
(not applicable)</td><td colspan="2" rowspan="2">Associated documents
- Workplace Bullying, Sexual Harassment and Discrimination Policy
- Child Safe Policy
- Codes of Conduct
- Emergency Evacuation & Lockdown procedures
- Complaints Handling Policy and Procedure
- Risk Management Policy
- School Visitor Policy
- Whistleblower Policy
- Enrichment Program Policy and Enrichment Program Contract</td></tr>
<tr><td>Enquiries contact:

principal.tas@oneschoolglobal.com</td></tr>
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1. POLICY STATEMENT

Protecting the health, safety and wellbeing of employees, students, volunteers, and contractors of OneSchool Global (OSG) is a fundamental duty of care and of the utmost importance.

Our School is committed to complying with the obligations of *the Work Health and Safety Act 2012* (Tas) and *Work Health and Safety Regulations 2022* (Tas). We will, as far as reasonably practicable, ensure the health and safety of our stakeholders, and that other people are not put at risk from work carried out by, or on behalf of, OSG Tasmania.

2. PURPOSE

The Work Health and Safety (WHS) Policy reflects our commitment to a proactive approach to managing health and safety in the workplace. It outlines the WHS regulatory requirements we must meet and our internal compliance obligations to develop and lead a safety culture that aligns with the values of OSG.

More specifically, the purpose of the policy is to:

- Provide and maintain a work environment that is safe and without risk to health

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- Involve employees, contractors, and volunteers in the decision-making process through regular communication, consultation, and engagement.
- Ensure employees, contractors and volunteers identify and control risks in the workplace.
- Consider WHS in project planning and work activities.
- Outline the requirements for a WHS management system.
- Help us achieve continual improvement of WHS performance; and
- Meet and exceed the requirements of the Tasmanian Work Health and Safety Act 2012.

3. SCOPE

The policy applies to all:

- workers including employees, contractors, volunteers and visitors while on site, and when campus activities are undertaken offsite.
- students who are learning onsite, offsite, or remotely through distance education
- WHS risks, hazards, incidents, injuries arising within, or under the control of OSG Tasmania schools.

4. DEFINITIONS

Term	Definition
Continual improvement	Recurring activity to enhance performance.
Hazard	A situation or thing that has the potential to harm a person such as chemicals, electricity and working at height.
Campus Principal	The designated manager responsible for the day-to-day operation of a OSG Tasmania campus.
Work health and safety management system	Set of objectives, policies, and processes to systematically manage health and safety in the workplace.
Incident	An unplanned event resulting in, or having the potential for, injury, ill-health, damage, or other loss.
Injury	Mental or physical harm caused by accident or disease.
Near miss	Any unplanned incidents that occurred at the workplace which, although not resulting in any injury or disease, had the potential to do so.
Notifiable incident	The death of a person, a 'serious injury or illnesses, or a 'dangerous incident' arising out of the conduct of the activities that needs to be reported to the Authorities.

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	Notifiable incidents may relate to any person at the workplace, whether an employee, contractor, or member of the public.
Risk	The effect of uncertainty and the possibility that harm (including death, injury, or illness) may occur when a person is exposed to a hazard.
Workplace	Any place where a worker may be carrying out their work including primary OSG locations such as campus sites, OSG offices or employee's home workspace.
Worker	Anyone who carries out work or work-related activities under the control of OSG, such as an employee, contractor, apprentice and trainee, work experience student or volunteer. Under WHS legislation, students are classified as 'other persons' and have the same protection as employees and other workers for the purposes of health and safety.

5. WHS FRAMEWORK

The reference point for this framework is the Tasmanian Work Health and Safety Act 2012 and the key requirement is for workplaces to develop, implement, maintain, and continually improve a health and safety management system.

Each OSG Tasmania Campus will comply with the requirements of the *Work Health and Safety Act 2012* (Tas) by maintaining and continually improving WHS, including:

5.1 Establishing procedures and guidelines to assist in meeting legal obligations and providing guidance in recording outcomes of WHS.

5.1.1 Delivering induction, training, and competency programs (combination of training, skills, experience, and knowledge) to ensure those in the scope of this policy are equipped to protect themselves from risk to their health and safety.

5.1.2 Identifying hazards, injuries, incidents and near misses.

5.1.3 Recording injuries, incidents and near misses and conducting incident investigations to identify root cause(s) and prevent reccurrence. It is expected that compliance with any data privacy requirements is followed.

5.1.4 Conducting regular walk-around inspections and audits (internal and external).

5.1.5 Ongoing reporting of key safety statistics.

5.1.6 Communicating, consulting, reviewing, and monitoring processes for evaluation and improvement of the WHS management system.

5.2 Sensitive incidents should be managed through the relevant student management or human resources management system, as appropriate.

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5.2.1 Bullying and harassment (covered under the Workplace Bullying, Sexual Harassment and Discrimination Policy).

5.2.2 Complaint filed against an employee, including an allegation of misconduct, that does not meet the criteria of the Whistleblowing Policy (covered under Complaints Handling Policy and Procedure).

5.2.3 Reportable conduct, or anything to do with child protection matters (covered under the relevant Child Safe Policy).

6. ROLES AND RESPONSIBILITIES

Everyone has a responsibility for safety; their own and that of others. The success of a compliant WHS management system depends on leadership, commitment and participation from all levels and functions.

OSG Limited Board and Global Managing Director

- Leading, and promoting a safety culture.
- Ensuring Regions establish appropriate strategies and targets with respect to health and safety, consistent with this policy.

OSG Tasmania Board

- Leading the development of a proactive WHS culture in the Region.
- Ensuring an effective and compliant structure and system of WHS is established in the Region.
- Ensuring adequate resources are allocated for the effective implementation of the WHS system.
- Setting the WHS objectives and targets in their Region and reporting on the progress on a quarterly basis to the TAS Board.
- Establishing a Regional Advisory Team to be responsible for maintaining an oversight of the WHS management system within the Region, providing guidance on serious incidents, and any notifiable incidents to relevant workplace authorities.

Campus Principal

- Providing a safe working environment for OSG employees, students, contractors, visitors, and volunteers
- Ensuring compliance with health and safety legislation for the day-to-day running of the Campus.
- Establishing and maintaining the WHS management system within their area of control and reporting regularly on their progress. This responsibility may be delegated to Campus

Health and Safety Officer or WHS Committee with appropriate level of oversight.

- Establishing a WHS committee to be responsible for ensuring effective consultation and communication within their area of responsibility, providing advice and assistance with the implementation of the health and safety management system. All employees are to be aware of the personnel responsible and the forum for discussing issues and improvements.

Employees, students, contractors, and volunteers

- Complying with the WHS policy and procedures that have been notified to those in the scope of this policy.
- Ensuring their conduct does not endanger themselves, others, or the environment.
- Co-operate with OSG so far as is necessary to ensure compliance with Health and Safety laws and the fulfilment of its duties, such as communication, training, and so on.

All other workers

- Take care for the health and safety of themselves and others at the School.
- Follow safe working practices and comply with WHS policies.
- Ensure that they use all protective clothing and equipment supplied as required.
- Report all unsafe working conditions, faulty equipment, and accidents in writing to the Campus Principal.
- Attend training sessions as directed.
- Be familiar with the School's WHS policies and documents, and the relevant legislation which affects their duties and responsibilities.

7. LEGISLATION

Work Health and Safety Act 2012 (Tas)

Work Health and Safety Regulations 2022 (Tas)

8. VERSION CONTROL

Document Code	Date	Version No.	Nature of change
POL_TAS_WHS_Work Health & Safety Policy_V1.0	08/2021	V1.0	New Policy
POL_TAS_WHS_Work Health & Safety Policy_V1.1	11/2025	V1.1	Moved policy to new template. Added in applicable legislation and made minor changes in relation to the AU WHS Policy.
POL_TAS_OP_Work Health and Safety Policy_V1.2	11/2026	V1.2	New policy template. Expand scope to include students attending distance education, and

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			reference to the Enrichment Program Policy and Enrichment Program Contract.