

## Work Health and Safety Policy

<b>Policy Code</b> <i>POL_OSG_GOV_Work Health Safety Policy.V1.0</i>	<b>Authorisation Date</b> August 2023	<b>Next Review Date</b> <i>August 2024</i>
<b>Enquiries Contact:</b> <i>info@oneschoolglobal.com</i>	<b>Approval Authority</b> <i>Global Management Team</i>	<b>Policy Author</b> <i>Global Governance and Compliance Team</i>
<b>Associated Documents</b> <ul style="list-style-type: none"> <li>- Anti-Bullying and Harassment Policy</li> <li>- Child Protection/Safeguarding Policies</li> <li>- Codes of Conduct</li> <li>- Emergency Evacuation &amp; Lockdown procedures</li> <li>- Grievance &amp; Complaints Handling Policy &amp; Procedures</li> <li>- Data Privacy Policy</li> <li>- Risk Management Policy &amp; Risk Matrix</li> <li>- Visitor Policy</li> <li>- Whistleblower Policy</li> <li>- Working from Home During Covid-19 Pandemic Policy</li> </ul>		<b>Related Legislation and Standards Operating Within Respective Regions</b> <ul style="list-style-type: none"> <li>- Health &amp; Safety Act</li> <li>- Health &amp; Safety Regulations</li> <li>- Health &amp; Safety Codes of Practice</li> <li>- ISO 45001 Global Standard for Health &amp; Safety Management System</li> </ul>

### 1. POLICY STATEMENT

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

### 2. PURPOSE

The Work Health & Safety or Health & Safety (WHS) policy reflects our commitment for 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.

### 3. OBJECTIVES

The objectives of this policy are to:

- 3.1 Achieve a safe and incident free workplace and school environment.
- 3.2 Involve employees, contractors, and volunteers in the decision-making process through regular communication, consultation, and engagement.
- 3.3 Ensure employees, contractors and volunteers identify and control risks in the workplace.
- 3.4 Consider WHS in project planning and work activities.
- 3.5 Outline the requirements for a WHS management system.
- 3.6 Help us achieve continual improvement of WHS performance; and
- 3.7 Fulfill legal requirements.

While there are variations in requirements and terminology from Country to Country, each of our Schools has the same obligations to their respective authorities to “provide and maintain a work environment that is safe and without risk to health”.

## 4. SCOPE

The policy applies to employees, contractors, volunteers, visitors, and students. It is applicable to WHS risks, hazards, incidents, injuries under the control of our Schools.

Our Schools commit to complying with relevant local WHS obligations. 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.

## 5. DEFINITIONS

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	Designated manager overseeing the day-to-day operation of OSG campus. Sometimes titled “Head of Campus”, “School Leader”, “Head Teacher” but for purposes of this policy, titled “Campus Principal”).
Work Health & 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.  Notifiable incidents may relate to any person at the workplace, whether an employee, contractor, or member of the public.
Risk	Effect of uncertainty. Is the possibility that harm (death, injury, or illness) might occur when exposed to a hazard.
Workplace	Any place where a worker may be carrying out their work including primary OSG locations such as campus sites and OSG offices, employee’s home workspace (as determined under “Working from Home during Covid-19 Pandemic Policy” and subject to completion of “Working from Home Health & Safety Checklist”).
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, volunteer.  Under the 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.

## 6. FRAMEWORK & PROCEDURES

The global standard for health and safety is ISO 45001 and the key requirement is for workplaces to develop, implement, maintain, and continually improve a health and safety management system.

OSG Limited Board expects the Regional Boards to ensure compliance with the laws, codes, regulations, and standards that are required within their respective Regions.

6.1 Each OSG site or Campus is expected to work towards meeting this standard by maintaining and continually improving WHS, including:

- 6.1.1 Establishing procedures and guidelines to assist in meeting legal obligations and providing guidance in recording outcomes of WHS.
- 6.1.2 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.
- 6.1.3 Identifying hazards, injuries, incidents, and near misses.
- 6.1.4 Recording injuries, incidents and near misses and conducting incident investigations to identify root cause(s) and prevent reoccurrence. It is expected that compliance with any data privacy requirements is followed.
- 6.1.5 Conducting regular walk-around inspections and audits (internal & external).
- 6.1.6 Ongoing reporting of key safety statistics.
- 6.1.7 Communicating, consulting, reviewing, and monitoring processes for evaluation and improvement of the WHS management system.

**6.2 Incidents that are of a “sensitive” nature, must be reported and/or investigated separately via student management system or similar:**

- 6.2.1. Bullying and harassment (covered under relevant Discrimination, Harassment & Anti-Bullying Policy).
- 6.2.2. Complaint filed against an employee, including an allegation of misconduct, that does not meet the criteria of the Whistleblowing Policy (covered under Grievance and Complaints Handling Policy & Procedure or similar) – the HR management system must retain details of any such issues pertaining to an employee.
- 6.2.3. Reportable conduct, or anything to do with child protection matters (covered under the relevant Child Protection or Safeguarding policy or similar).

## 7. ROLES & 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.

**7.1 OSG Limited Board and Global MD** are responsible for:

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

**7.2 Regional Boards and Regional COO** are responsible for:

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

### 7.3 Global WHS Advisory Team are responsible for:

- 7.3.1 Co-ordination, implementation, and review of the WHS management system against regulatory requirements and best practice standards, in conjunction with the Regional Boards and Regional Advisory Teams.

### 7.4 Campus Principals are responsible for:

- 7.4.1 Providing a safe working environment for OSG employees, students, contractors, visitors, and volunteers
- 7.4.2 Ensuring compliance with health and safety legislation for the day-to-day running of the Campus.
- 7.4.3 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 & Safety Officer or WHS Committee with appropriate level of oversight.
- 7.4.4 Establishing a WHS committee to be responsible for ensuring effective consultation and communication within their area of responsibility, providing advice and assist in the implementation of the health & safety management system. All employees are to be aware of the personnel responsible and the forum for discussing issues and improvements.

### 7.5 Employees, students, contractors, and volunteers are responsible for:

- 7.5.1 Complying with the WHS policy and procedures that have been notified to those in the scope of this policy.
- 7.5.2 Ensuring their conduct does not endanger themselves, others, or the environment.
- 7.5.3 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.

### 7.6 Any person under this policy is required to:

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

## VERSION CONTROL

Policy Code	Date	Version No.	Nature of Change
POL_OSG_GOV_Work Health Safety Policy.V1.0	26.07.2021	V1.0	New Policy
POL_OSG_GOV_Work Health Safety Policy.V1.0	03.07.2023	V2.0	Annual Review, no amendments required.