

Variation to an Enforceable Undertaking between the Work Health and Safety (WHS) Regulator and The Department of Education Queensland (as the responsible agency for the State of Queensland), accepted on 2 January 2024

The following variation to the terms of the Enforceable Undertaking is proposed:

- Term 2.12 – A commitment regarding linking the promotion of benefits by the department to this undertaking:
 - **Replace the wording:**
 - **from** ‘*The Department is committed to linking the promotion of any benefit provided under this undertaking to the undertaking. The enforceable undertaking will be acknowledged as the source of initiatives in any report, publication and presentations both internally and externally.*’
 - **to** ‘*The department acknowledges that the proposed activities in this undertaking may promote or benefit the department. The undertaking will be acknowledged as the source of initiatives in relevant reports, publications and presentations to internal and external forums.*’
- Term 3.2.1(a) - ISO 45001 HSWMS alignment and external Audit program:
 - Sub-heading – HSWMS - **remove the wording and reference to**, ‘*Implementation of a Departmental HSW Risk Register*’.
 - Sub-heading - ISO 45001 HSWMS alignment and external Audit program:
 - Minimum Costs column – **correct expected audit costs (total remains same):**
 - **from** - ‘*External audit costs expected to cost \$95,000 per audit for two audits (total of \$180,000).*’
 - **to** - ‘*External audit costs estimated at \$90,000 per audit for two audits (total of \$180,000)*’.
 - Sub-heading - Leadership Training:
 - Minimum Costs column – **remove the costs (reallocate to Term 3.2.4 (b)) and replace the wording:**
 - **from** - ‘*minimum cost of \$28,000 for the development of Leadership Training Package*’
 - **to** - ‘*The cost of this activity will be met by Department of Education operational costs, and as such will not be attributed to this undertaking.*’
- Term 3.2.1 (c) department HSW risk register:
 - Sub-heading - HSWMS Risk Register:
 - Activities column – **extend the timeframe:**
 - **from** - ‘*Implementation of an enhanced Departmental HSW Risk Register within 12 months of the acceptance of the EU*’.

Note: A copy of this approved (signed) Addendum is to be attached to a copy of the Enforceable Undertaking and should be made available to OIR when requested or during compliance audits.

- **to** - *‘Implementation of an enhanced departmental HSW Risk Register within 18 months of the acceptance of the EU.’*
- Timeframe column - **extend the timeframe:**
 - **from** - *‘Within 18 months of acceptance of the EU all actions within this element will be completed’.*
 - **to** - *‘Within 24 months of acceptance of the EU all actions within this element will be completed’*
- Total Cost for Term 3.2.1 – **Update the cost (\$28,000 reallocated from Term 3.2.1 (a) to Term 3.2.4 (b)) from ‘\$308,052’ to ‘\$280,052’.**
- Term 3.2.2a – Leadership, safety culture and accountability:
 - Sub-heading – HSW Leadership Training – **extend the timeframe:**
 - **from** - *The HSW Leadership Training package will be developed and published, and provided as evidence within 12 months after the Safety Capability survey results are approved*
 - **to** - *“The HSW Leadership Training package will be developed and published, and provided as evidence within 21 months after the Safety Capability survey results are approved”*
 - Sub-heading – HSW Key Performance Indicators – **replace activities and timeframe** as follows:

	Activities	Minimum Cost	Months from acceptance
	<p>HSW Key Performance Indicators</p> <p>To enhance leadership accountability for HSW performance outcomes at the senior leadership level, all executive performance agreements will incorporate specific safety performance indicators within the 2024/2025 "Executive Performance and Development Agreement" framework.</p> <p>At a school leadership level, the department will identify the linkages between school performance frameworks and HSW metrics. Currently school performance frameworks identify expectations on principals to ensure high standards in workplace health and safety, whilst school supervisors provide oversight and support. This review should identify opportunities to enhance HSW data collection and develop more mature HSW indicators.</p> <p>Evidence of amendments to the executive performance and development agreement will be provided within 12 months of acceptance of the EU.</p> <p>Evidence of the review of the school performance resources related to HSW and any resulting</p>		<p>Amendments to the executive performance and development agreement will be provided within 12 months of acceptance of the EU.</p> <p>Review of the school performance resources related to HSW and any resulting amendments will be provided within 24 months of</p>

Note: A copy of this approved (signed) Addendum is to be attached to a copy of the Enforceable Undertaking and should be made available to OIR when requested or during compliance audits.

	Activities	Minimum Cost	Months from acceptance
	amendments will be provided within 24 months of acceptance of the EU.		acceptance of the EU.

- Term 3.2.3 – Governance and assurance - Internal Practical Workshop Assurance Program – **update references to timeframe within activities and extend timeframe** as follows:

	Activities	Minimum Cost	Months from acceptance
3.2.3	<p>Governance and assurance</p> <p>Internal Practical Workshop Assurance Program</p> <p>The department will develop and implement an internal assurance program for Practical Workshops and employ four internal HSW consultants to undertake internal safety audits.</p> <p>The Practical Workshop internal safety assurance program will undertake an assurance assessment of every ITD workplace within a four-year period from implementation.</p> <p>Outcomes of Practical Workshop internal safety assurance audits will be reviewed regularly by the OSW team as part of their HSW risk register review process to proactively identify any systemic trends or risks for communication to HSW committees where appropriate.</p> <p>Costs associated with undertaking corrective or preventative actions associated with the Practical Workshop internal safety audits will be considered normal operational costs by each school.</p> <p>The following evidence will be provided:</p> <ul style="list-style-type: none"> • A summary of audit findings of the completion of Practical Workshop internal safety audits on a quarterly basis. Evidence will be provided at the end of every quarter from the starting date as negotiated. • Evidence of the implementation/completion of corrective actions will be provided within a summary report on a quarterly basis. Any audit findings that are considered unreasonable will be discussed with OIR requesting an exemption. • Department and Regional HSW Committee minutes will be provided 60 days after the quarterly meeting that reflect audit findings being discussed and relevant actions identified. <p>The following evidence will be provided in relation to internal safety assurance:</p>	<p>The department will recruit four new internal AO6 health and safety auditors, at a minimum cost of \$1,413,384.</p> <p>Travel and accommodation costs at a minimum spend of \$90,000. After this period travel costs will be included in operational costs for OSW.</p>	<p>Within 48 months of acceptance of the EU all actions of this element will be completed.</p>

Note: A copy of this approved (signed) Addendum is to be attached to a copy of the Enforceable Undertaking and should be made available to OIR when requested or during compliance audits.

	Activities	Minimum Cost	Months from acceptance
	<ul style="list-style-type: none"> • Four AO6 HSW consultants with responsibilities for internal auditing will be recruited to support this element of the EU. They will work 100% on activities identified within this EU. • Evidence will be provided showing the department has reviewed and approved the position descriptions for the Senior Health and Safety Consultant (Audit) positions within 6 months of the acceptance of the EU. • Successful recruitment of four HSW consultant positions that relate to the assurance program (appointment letter and position description which will include the salary range to be provided as evidence within 6 months of EU acceptance). • Evidence will be provided annually of the operational costs associated to the Senior Health and Safety Consultant (assurance) positions. 		

- Term 3.2.4 – Training and Competency:

- Sub-heading – (a) Mandatory WHS Awareness and Induction Process for Practical Workshop space:

- Minimum cost column – **remove the costs (reallocate to Term 3.2.4 (b)) and replace the wording:**

- **from** – *‘Development of Practical Workshop Induction Training and induction tools \$50,000:*

- *This will include implementation of an audit tool to support implementation and record induction completion.*

- *\$30,000 for Learning and Development costs to translate content into online interactive learning modules’.*

- **to** – *‘The cost of this activity will be met by Department of Education operational costs, and as such will not be attributed to this undertaking.’*

- Sub-heading - (b) Develop a set of Technologies teacher minimum competency standards - **replace activities, replace wording and increase minimum cost (includes \$80,000 from Term 3.2.4 (a), and extend timeframe for first stage (development) (overall timeframe unchanged) as follows:**

	Activities	Minimum Cost	Months from acceptance
3.2.4	<p>b) Develop a set of Technologies teacher minimum competency standards</p> <p>There are currently no minimum competency standards for Technologies teachers other than the mandatory higher education framework teaching qualifications.</p>	Development of Technologies minimum competency standards training package,	Within 48 months of acceptance of the EU all actions of this element will be completed.

Note: A copy of this approved (signed) Addendum is to be attached to a copy of the Enforceable Undertaking and should be made available to OIR when requested or during compliance audits.

	Activities	Minimum Cost	Months from acceptance
	<p>The department will develop a set of competency standards and specialist training aligned to an associated training package for Technologies teachers aligned to the Australian Qualifications Framework within 24 months of the acceptance of the EU.</p> <p>Any Teacher (including those on supply or contract), who are assigned to teach or supervise in a practical workshop will be required to meet, or be working towards meeting, the minimum competency standards. Competency assessment may be a combination of online and face-to-face training and practical assessments, in class observations and, on the job, mentoring and coaching.</p> <p>This action is unique within the education sector within Australia with only one other jurisdiction known to have implemented competencies for Practical Workshop teachers.</p> <p>The department commits to developing a formal competency framework which does not currently exist and is not required under the WHS Act or Regulations.</p> <p>For experienced teachers this may be done through a Recognition of Prior Learning process.</p> <p>Ensuring consistently high skilled Technologies teachers will support improved management of Practical Workshop related risks.</p> <p>On implementation of the standards, evidence will be provided of relevant employees obtaining or their progression to obtain the required competency on a yearly basis for the life of the EU.</p>	<p>minimum cost \$158,000</p>	

- Total Cost for Term 3.2.4 – **update cost (\$28,000 reallocated from 3.2.1 (a) to 3.2.4 (b)) from '\$130,000' to '\$158,000'.**

Variation Proposed



.....
Megan Barry
Deputy Director-General
Department of Education

16 December 2024

Variation Accepted



.....
Janene Hillhouse
A/Deputy Director-General
Office of Industrial Relations

17 January 2025

Note: A copy of this approved (signed) Addendum is to be attached to a copy of the Enforceable Undertaking and should be made available to OIR when requested or during compliance audits.