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# WORK HEALTH AND SAFETY POLICY FOR THE DIOCESAN SCHOOLS SYSTEM, DIOCESE OF BROKEN BAY

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February 2013



## PURPOSE

The purpose of this Policy is to establish a framework for the Diocesan Schools System (DSS), its workers, contractors, visitors and for other persons with a legal right to be on premises controlled or managed by the DSS to comply with the requirements of the Work Health and Safety Act 2011 and the Work Health and Safety Regulations 2011. The DSS is comprised of systemic schools in the Diocese of Broken Bay together with the Catholic Schools Office.

This policy has been designed to support and implement at the agency level the Diocese of Broken Bay's Work Health and Safety Policy.

## POLICY FRAMEWORK

The DSS acknowledges that the dignity, safety and well being of people are central to the Church's teaching. The DSS also recognises that it is responsible and accountable for ensuring, so far as is reasonably practicable, the health and safety of workers, contractors, visitors and other persons who use the services and facilities of the DSS or provide services to the DSS.

To meet these social, moral, and legal obligations the DSS is committed to:

- A risk management process consistent with the nature of the work activities conducted by its workers
- Compliance with relevant WHS legislation and other requirements placed upon the DSS by relevant external agencies
- Establishment of measurable objectives and targets for work health and safety to strive for continuous improvement aimed at the elimination of work related illnesses and injuries
- Provision of appropriate work health and safety training for all employees
- Consultation to ensure, so far as is reasonably practicable, all workers are included in the decision making process impacting on workplace health and safety
- Dissemination of health and safety information to all workers, contractors, and visitors to the workplace
- Effective implementation of this policy

## POLICY CONTENT

The DSS as an agency of the Person Conducting a Business or Undertaking is committed to ensuring, so far as is reasonably practicable, the health and safety of all workers, contractors, visitors and other persons who are legally present on DSS premises.

Acknowledging the legal responsibilities under WHS legislation the DSS will ensure, so far as is reasonably practicable, while they are at work, the health and safety of:

- a) workers engaged, or caused to be engaged
- b) workers whose activities in carrying out work are influenced or directed by the DSS
- c) when work is being carried out by the DSS

In recognition of the duties under the WHS legislation the DSS will, so far as is reasonably practicable:

- provide and maintain a safe work environment.
- provide and maintain safe plant and structures.
- provide and maintain safe systems of work

- ensure, so far as is reasonably practicable, the safe handling and storage of plant, structures and substances
- provide adequate facilities for the welfare at work of workers carrying out work for the DSS including ensuring access to those facilities
- monitor the health of workers and the conditions at the workplace for the purpose of preventing illness or injury of workers arising from the conduct of the business or undertaking.

To meet the requirements of this policy, and its commitment, the DSS will assign responsibilities and performance measures within the leadership and management structure of the organisation.

To support this policy the DSS will implement and maintain an appropriate work health and safety management system and assist and support workers to achieve the aims of this policy and continuous improvement in their own management of WHS issues. The DSS will:

1. Develop appropriate planning strategies to ensure, so far as is reasonably practicable, that the design and function of facilities at its workplace and plant hired, purchased, or leased for use at its workplace, meet the best work health and safety standards.
2. Review purchasing practices in relation to other goods, materials, and services purchased for or provided for use within the DSS and other workplaces under the control of the DSS that may affect the health and safety of workers and/or other persons.
3. Provide the resources, training, information, instruction, and levels of supervision required for all workers, visitors, and other persons covered by this Policy to achieve the Policy's objectives.

In order to achieve these aims, and the objectives envisaged by the Policy, the DSS shall:

- **Identify**, and **assess** all existing or foreseeable **workplace hazards**, then eliminate the hazards or if for practical reasons a hazard cannot be eliminated, develop other controls to reduce the level of risk caused by the hazard.
- **Develop** and **maintain** an appropriate **workplace incident/injury reporting system** that will provide the DSS with information to help prevent future incidents and work related injury or illness.
- Conduct an **investigation** of all incidents that may either expose any person to the risk of injury or illness, or result in injury or illness.
- Employ, and contract when necessary, the services of external **competent and skilled persons** who are sufficiently trained, instructed, and informed to assist the DSS to meet its obligations under the Policy.
- Encourage workers to **report**, at the earliest opportunity and without prejudice to any worker, any known or suspected workplace **hazard**, , and/or work related **incident, injury or illness** that may affect or has affected themselves or others.
- Provide for the welfare of DSS staff and for all injured workers prior to their return to work, in the development of their **return to work plans**, and in the rehabilitation process following their return to work.
- Support and value the human rights and cultural heritage of its workers, contractors and visitors. Cultural sensitivity is an expectation in all aspects of its activities.

To achieve these objectives, the DSS will consult openly with its workers and other stakeholders, and provide them with sufficient information to assist in the decision making process. The DSS will value and acknowledge the outcomes of this consultation.

The DSS will establish appropriate levels of responsibility and accountability for its workers, consistent with their position within the organisation to meet the policy objectives. These levels of responsibility and accountability will be developed in consultation with the respective

workers.

The DSS will require all workers, contractors, and visitors to comply with any direction, procedure, or specific policy, applying to such persons that meet the objects and requirements of the WHS legislation.

All workers while at work, and irrespective of their position, will:

- **Take** reasonable **care** for their own safety
- Take reasonable care that their acts or omissions do not adversely affect the health and safety of other persons
- **Co-operate** with any reasonable **policy** or **procedure** of the DSS in relation to health or safety at the workplace that has been notified to workers.
- **Report** all incidents, or hazards, that may cause injury or illness, and any damage or maintenance requirements affecting the safety of the workplace or plant used at work.
- **Attend** and **participate** in any training or in-service seminars arranged by the DSS to support the objectives of this Policy.
- **Engage** openly with the relevant DSS personnel in any consultation on WHS issues and on information, brought to their attention, to assist the DSS meet its obligations under the Act.

Other persons at the workplace will:

- Take reasonable care for their own health and safety
- Take reasonable care that their acts or omissions do not adversely affect the health and safety of other persons and
- Comply so far as they are able with any reasonable instructions given to enable the DSS to comply with WHS legislation.

## RELATED POLICIES AND GUIDELINES

Relevant Diocesan Schools System Policies:

- Risk Management Policy
- Anti-harassment Policy
- No Smoking Policy
- Workplace Bullying Policy

## POLICY REVIEW

The Policy shall be reviewed at least once every five years, or in the event of any information, incident, injury, or illness that would demonstrate the need for a review, or resulting from any legislative or organisational change that would warrant a review.

## POLICY DATES

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| Policy date of completion of formulation and adoption | 22 November 2001 |
| Date of most recent revision and confirmation         | February 2013    |
| Date of next review                                   | February 2018    |

authorised by  
**Bishop David L. Walker**  
 Bishop of Broken Bay