



The Catholic Archdiocese of
Canberra and Goulburn

WORK HEALTH AND SAFETY POLICY

1. PURPOSE

The purpose of this policy is to recognise that in performing (God's work), the health, safety and wellbeing of all parishioners, students, residents, clients, workers (volunteers) and visitors to any of the facilities and services offered and operated by and under the auspices of the Catholic Archdiocese of Canberra and Goulburn are the responsibility of archdiocesan management. In fulfilling this responsibility archdiocesan management has a duty to provide and maintain so far as is practicable a working environment that is safe and without risks to health and includes:

- Providing and maintaining safe plant, systems of work and access and egress from the workplace;
- Making and monitoring arrangements for the safe use, handling, storage and transport of plant and substances;
- Maintaining the workplace in a safe and healthy condition;
- Provide adequate facilities to protect the welfare of all workers;
- Providing information, training and supervision for all workers enabling them to work in a safe and healthy manner; and
- Maintain information and records relating to health and safety.

Under the guidance of the Archbishop, Ms Helen Delahunty, as Financial Administrator, is responsible for ensuring the implementation and monitoring of this policy at all archdiocesan locations. The health and safety duties of management at all levels will be detailed, and procedures for training and back-up support must be followed.

In fulfilling the objectives of this policy, management is committed to regular consultation with employees to ensure that the policy operates effectively, and that health and safety issues are regularly reviewed.

2. DUTIES

Recognizing the hazards occurring in dealing with people from all walks of life who use the services and facilities of the Archdiocese, the management of the Archdiocese will take every practicable step to provide and maintain a safe and healthy environment for all parishioners, students, residents, clients, workers (volunteers) and visitors. To this end management will:

- Observe, implement and fulfil its responsibilities under the Acts and Regulations, in both ACT and NSW;
- Establish targets and objectives that will be used to measure and monitor our performance in managing health, safety and wellbeing across all of our activities;
- Ensure that the agreed procedures for regular consultation between management and those with designated and elected health and safety responsibilities are followed;

- Make regular assessments of health and safety performance and resources in co-operation with those with designated and elected health and safety functions;
- Ensure that all specific policies operating within the Archdiocese, such as - fire and explosion, purchasing, dangerous goods, training, first aid and systems of work - are periodically revised to ensure that they remain consistent with the Archdioceses' health and safety objectives;
- Provide information, training and supervision for all workers in the correct use of any plant, equipment and substances used throughout the Archdiocese; and
- Be informed of incidents and accidents occurring on archdiocesan premises or to parishioners, students, residents, clients, workers (volunteers) or visitors so that health and safety performances can accurately be gauged.

3. WORKERS

- Have a duty to take all reasonably practicable steps for their health, safety and wellbeing and of others affected by their actions at work.
- Should comply with the safety procedures and directions agreed between management and workers with nominated or elected health and safety functions.
- Must not wilfully interfere with or misuse items or facilities provided in the interests of health, safety and welfare of workers; and
- Must, in accordance with agreed procedures for accident and incident reporting, report potential and actual hazards to their elected health and safety representatives or to management.

4. PARISHIONERS, STUDENTS, RESIDENTS, VOLUNTEERS & VISITORS

While on any archdiocesan property have a responsibility to:

- Follow any instructions given by an archdiocesan staff member;
- Abide by any instructions given either verbally or in writing;
- Obey any signs and warnings regarding safety.

This policy will be regularly reviewed to ensure account is taken of any operational and legislation changes.

Archdiocesan management seeks co-operation from all workers and residents in realizing our health and safety objectives and creating a safe work environment. All parishioners, workers (volunteers), students, residents, clients, and visitors will be advised, in writing, of agreed changes and arrangements for their implementation.

