



Catholic Education Office
DIOCESE OF BATHURST

'With Jesus Christ as our inspiration and guide, we are called to provide high-quality Catholic education in the Diocese of Bathurst'

WORK HEALTH AND SAFETY POLICY

1. Mission and Values

In partnership with the family, parish and community, our schools nurture a relationship with God in Christ Jesus, celebrate and share the Catholic faith, and educate to enable all to make a positive contribution to the world.

We are therefore committed to:

- a safe, inclusive and professional learning environment
- a commitment to continuous improvement, innovation and evaluation of performance
- just and right relationships that recognise and respect the dignity of each individual.

2. Purpose

- to provide a framework to assist in the provision of a safe, healthy and secure working environments for all employees, students, parents, contractors and visitors to the school or workplace
- to provide a framework that ensures schools are compliant with Work Health and Safety legislation.

This policy applies to all personnel employed by the Catholic Education Office as well as volunteers, religious and contractors.

3. Expectations

It is expected that all personnel to whom this policy applies will:

- comply with their obligation under the policy
- take reasonable care, to ensure the health, safety and welfare of themselves, students, and any other person under their control or supervision while at work
- use in accordance with directions, all personal protective clothing or equipment (PPE) provided for their use, and report when PPE provided requires maintenance or replacement
- comply with any reasonable WHS instruction or direction by a Principal, supervisor or other designated person
- contribute to the workplace meeting its WHS strategic plan and performance levels
- report and record all incidents, or hazards, that may cause injury or illness, and any damage or maintenance requirements affecting the workplace, or plant used at work
- attend and participate in any WHS training or in-service seminars when required
- engage openly with the employer in any consultation on WHS issues, or information, brought to their attention, to assist the employer meet their obligations under the Act.

4. Definitions

Work Health and Safety (WHS) refers to the health, safety and welfare of all employees at a workplace. Consultation requires the sharing of relevant information about work health, safety and welfare with employees, that employees be given the opportunity to express their views and to contribute in a timely fashion to the resolution of health, safety and welfare issues at their place of work and that views of employees are valued and taken into account by the employer. **Risk Management** refers to the identification, assessment and control of hazards within the workplace.

5. Guidelines

The following principles underpin the Work Health and Safety Management System (WHSMS) of the CEO and its schools:

1. A focus on prevention with commitment to WHS risk management principles
2. A commitment to improving the safety culture reflecting a focus on safety and concern for welfare of employees, students, parents, contractors and visitors to the school
3. Clearly defined responsibilities and accountabilities in relation to workplace health, safety and welfare
4. A mechanism for consultation with employees as a key component for prevention, identification, evaluation and control of potential hazards
5. Compliance with WHS legislation, Standards, Regulations, Codes of Practice and notification of incidents to WorkCover
6. A commitment to implementation and improvement of health, safety and welfare programs
7. A system of monitoring and review of WHS issues
8. A commitment to adequate training and resourcing
9. A commitment to a program of rehabilitation of employees injured at work.

6. Procedures

Commitment

- The Executive Director of Schools will appoint a WHS officer who is responsible for the WHS Management System of the CEO and schools.
- The CEO officer and each school principal is to make a commitment to the WHS Management System.
- Each workplace/school is to identify people who have authority to manage/or coordinate WHS activities in its organisation in line with the Consultation provisions in the WHS Act.

Planning

- Principals and managers of schools are to take into account the WHS impact of their decisions that effect change. Integrating WHS into every planning process ensures that there is an active acknowledgement of WHS risks prior to the implementation of decisions.
- The CEO must evaluate its WHS performance by developing a WHS plan that includes WHS objectives (with defined timeframes) and describe how these objectives will be achieved.
- Specific WHS improvement plans for each workplace/school should also be developed. These should focus on developing or improving systems for effective WHS management as well as other WHS matters.
- WHS plans must be flexible to allow for changing conditions and emergencies.
- The CEO will identify and allocate appropriate resources to meet the objectives of the plan.

Document/Records Control

- The CEO and each school are to develop procedures to maintain, record and distribute current and relevant information that complies with legislative requirements.
- The CEO and each school are to develop procedures to manage WHS records to confirm compliance with legislation and formal evaluation of the WHSMS.
- WHS records may include accident/incident reports, work permits, risk management procedures, training records, claim forms and contractor agreements etc.

Consultation

The CEO and each school are required to develop methods of consultation with employees. This method is to be agreed upon by employees at the workplace.

WHS Procedures

The CEO will develop and distribute documentation to ensure work is performed safely. This documentation is to include but is not limited to:

- Risk Management Procedures
- Critical Incident Management
- Emergency Evacuation Procedures
- Testing and Tagging Procedures
- Voice Care
- Reporting of Accidents, Injuries, Investigations
- Employee Rehabilitation Programs
- Administration of Medication
- Safe Operating Procedures for Machinery
- Manual Handling
- Maintenance and Use of Fire Fighting Equipment
- Safe Work Procedures
- Authorising Work Processes
- Purchasing Procedures
- Stress Management
- Certification of people to conduct work
- Maintenance Records and Plans
- Infection Control
- Anaphylaxis and Asthma Management
- Sport Safe
- Ladder Safety
- Smoking in Schools

Risk Management

- The CEO and each workplace/school is required to develop a systematic approach to the identification, reporting, assessment and control of hazards.
- Risk management principles should be used to address WHS issues before they cause injury or illness.
- Risk assessments for school activities are to be developed and used.

Design Control

- The CEO and schools are to endeavour to eliminate or control potential hazards when designing new work environments, work activities and introducing new equipment. This includes new construction, refurbishments or demolition of existing building.
- Advice is to be obtained from a competent person(s) and/or relevant regulations and standards.

Training

- The CEO and schools are to develop programmes to identify WHS training needs.
- Training programmes should be designed to develop the competencies of people identified in analyses of WHS training needs to allow people to work more safely.
- The Principal or supervisor is responsible for training new staff in the WHSMS.

7. Legislative Framework

1. Work Health and Safety Act 2011
2. Work Health and Safety Regulation 2011

8. Related Policies and Procedures

1. Guidelines for the Management of Critical Incidents Catholic Education Office Bathurst 2009 (v2)
2. Planning for a Critical Incident in a School Catholic Education Office Bathurst 2008
3. Discrimination, Bullying and Harassment Policy Catholic Education Office Bathurst 2009
4. Workplace Grievance Policy Catholic Education Office Bathurst 2009
5. Guidelines for the Management of Complaints Catholic Education Office Bathurst 2009
6. Code of Conduct for Employees Catholic Education Office Bathurst 2009
7. Staff Discipline Policy Catholic Education Office Bathurst 2009

9. Policy Administration

This policy has been ratified by the Executive Director of Schools and will be reviewed periodically, or in the event of any information or incident that indicates the need for a review, or following relevant legislative or organisational change.

It is the responsibility of anyone accessing this document to ensure that the current version is downloaded from the CEO website.

Date of Implementation	September 2009
Date of Last Review	September 2015
Date for Next Review	June 2016

Appendix 1: SCHOOL SMOKING POLICY

PURPOSE

The Catholic Education Office Bathurst (CEO) is committed to maintaining healthy work environments for all employees and to comply with their duty under the Occupational Health and Safety Act 2000 (NSW) to provide a safe working environment. To protect the health of all employees from the effects of tobacco smoke, the CEO has adopted a policy of providing smoke-free workplaces.

POLICY FRAMEWORK

Legal advice is that smoking should be banned in all schools. As a responsible employer the CEO is concerned both to protect staff, students and visitors from the dangers of passive smoking and to assist staff members who smoke and wish to quit the habit.

POLICY CONTENT

Smoking is not permitted on school property, in any vehicle owned by the school or on any premises on which school excursions/outside of school activities are held. Staff who smoke outside the premises should not do so near public entrances and should ensure that they dispose of cigarette butts and other litter carefully.

CONSEQUENCES OF BREACH OF THIS POLICY

Any breach of this policy may lead to disciplinary action.

QUIT SMOKING

The Principal may offer staff members who smoke assistance to undertake courses to assist them to stop smoking. The Principal may at their discretion assist with the cost of an individual staff member attending such a course.

POLICY RESPONSIBILITY

The Principal is the appropriate contact person in relation to this policy.

