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1. Purpose

Our Work Health & Safety vision to create a workplace where everyone goes home safe and healthy every day.

The purpose of this policy is to establish a framework for the Diocese of Maitland-Newcastle its workers, contractors, visitors and for other persons with a legal right to be on premises controlled or managed by the whole of the Diocese of Maitland-Newcastle to comply with the requirements of the Work Health and Safety Act 2011 and the Work Health and Safety Regulation 2017.

2. Policy Statement

The Diocese of Maitland-Newcastle is committed to ensure the health, safety and welfare of its Workers visitors and others in its workplaces in securing WHS.

The Diocese of Maitland –Newcastle commits to pursue best practice in WHS to fulfil its statutory duties with regard to WHS and implement continual improvement to prevent injuries and illness in the Workplace.

3. Definitions

The **Act** means the *Work Health and Safety Act 2011*(NSW)

Codes of Practice means the Model Codes of Practice produced by SafeWork Australia

Manager means those people listed under the heading Responsibilities in this policy

Officer as defined in the *Act* means a person who makes decisions, or participates in making decisions, that affect the whole, or a substantial part, of a business or undertaking and has the capacity to significantly affect the financial standing of the business or undertaking. An Officer has a duty to exercise due diligence to ensure their business or undertaking fulfils its health and safety obligations under the *Act*.

PCBU means a ‘person conducting a business or undertaking’ (PCBU) and is a legal term under the WHS legislation for individuals, businesses or organizations that are conducting business. A person who performs work for a PCBU is considered a worker.

The **Regulation** means the *Work Health and Safety Regulation 2011* (NSW)

Standards means Standards produced by SafeWork Australia

Worker means a person who carries out work in any capacity for a person conducting a business or undertaking, including work as:

- employee
- contractor or subcontractor
- employee of a contractor or subcontractor
- employee of a labour hire company who has been assigned to work in the person’s business or undertaking
- outworker
- apprentice or trainee
- student gaining work experience
- volunteer
- person of a prescribed class

Workplace means each place where work is carried out for the Diocese of Maitland-Newcastle.

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4. Scope

This policy covers the Diocese of Maitland-Newcastle and includes any place where a worker, contractor, visitor or others go or is likely to be while at work.

5. Guiding Principals

The Diocese of Maitland-Newcastle will maintain and continuously improve their WHS management systems.

The Diocese of Maitland-Newcastle has the following objectives:

- ensuring all Managers, Workers and visitors are aware of their responsibilities in relation to safety and holding them accountable for providing and or maintaining a safe and healthy Workplace;
- complying with the Act and its regulations including applicable Standards and Codes of Practice;
- adopting a proactive risk management approach to WHS as an integral part of overall business operations;
- consulting with and involving Workers in decisions impacting on their health and safety;
- considering the health and safety impacts of business decisions, including purchasing, equipment design and organisational change;
- providing and maintaining safe systems of work including premises, plant, structures, substances, equipment and systems that are safe and reduce risks to health and safety of our Workers;
- providing relevant information, instruction, training and supervision as may be necessary to enable Workers and visitors to work in a manner which will minimise risk of injury or ill health; and
- ensuring that the health and the conditions at the whole of the Diocese of Maitland-Newcastle Workplaces are monitored for the purpose of preventing illness and injury.

6. Responsibilities

Leadership Team

The Diocese of Maitland-Newcastle leadership team has overall responsibility for managing WHS and implementing verification processes to ensure that the Diocese of Maitland-Newcastle is meeting their obligations.

Responsibilities and accountabilities under this policy are held by the following positions:

- Bishop
- Chief Executive Officer
- Diocesan Leadership Group
- Head of Human Resources

Site-specific responsibilities in addition to those positions specified above shall be established for relevant Workers and communicated at the site by the person in charge of the site.

Human Resources Team

Key obligations are:

- providing leadership in this area
- exercising due diligence
- raising with all agencies any identified health and safety deficiencies
- communicating to all agencies the WHS management expectations
- Enforcing policies and procedures

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Safety and Wellness Team

Key obligations are:

- encouraging Workers to report, at the earliest opportunity any suspected workplace hazard, risk, and/or work-related incident, injury or illness that may affect or has affected themselves or others
- providing guidance, advice and assistance to The Diocese of Maitland- Newcastle to assist them to meet their legislative obligations.
- providing direction on the development and implementation of the WHS Management system.
- working closely with Return to Work Coordinators.
- developing material to support the WHS Management Systems.
- coordinating the availability and application of technical and procedural WHS information.
- coordinating the availability of ongoing education and support to further improve the WHS management Systems.
- providing guidance on compliance to WHS legislation and standards by:
- facilitating access to SafeWork NSW training programs where mandatory training has been identified in the Act & Regulations
- supporting the Diocese of Maitland-Newcastle to maintain individual WHS records;
- providing information sessions on relevant WHS matters.

Return to Work Coordinators

Key obligations are:

- provide for the welfare of for all injured Workers prior to their return to work, in the development of their return to work plans, and in the recovery at work process following their return to work.
- identifying the needs of injured/ill employees
- understanding any constraints on the employer; and facilitating teamwork between the employee, employer, insurer and treating health professionals to develop and implement a return to work plan.

Workers and Others

All Workers while at work, and irrespective of their position, shall:

- take reasonable care of their own safety and ensure that acts or omissions do not adversely affect the health and safety of others.
- comply with policies and procedures of the Dioceses of Maitland-Newcastle.
- 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 Diocese of Maitland-Newcastle to support the objectives of this policy.
- engage openly in any consultation on WHS issues, share information, brought to their attention and assist the Diocese of Maitland-Newcastle to meet its obligations under the Act.

Other persons at the Workplace shall:

- 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 and comply with any reasonable instructions given to enable the Diocese of Maitland-Newcastle to comply with the Act.

7. Budget

The Dioceses of Maitland –Newcastle will ensure that the resources are available to ensure all WHS requirements can be met, including ensuring the supply of appropriate resources and processes to eliminate or minimise risk to health and safety in the workplaces.

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8. Record Maintenance

- All versions of this document (including superseded and cancelled copies will be maintained in the Dioceses' HPE RM System

9. Procedure Review

The Policy shall be reviewed at least once every three (3) 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 Change History

Date	Version	Created By	Description of the Change

10. Legislative/Professional Guidelines & References

- Work Health and Safety Act 2011 (NSW)
- Work Health and Safety Regulation 2017 (NSW)
- Australian Standard AS/NZS 4801 Safety Management Systems
- Model Codes of Practice produced by SafeWork Australia
- Work Health & Safety Act 2011
- Work Health & Safety Regulations 2017
- AS 45001