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Author:	Director of Catholic Schools

Work Health and Safety Policy

PURPOSE

The Diocese of Lismore Catholic Schools (DLCSL) is committed to implementing and maintaining an effective health and safety management system.

DLCSL is committed to implementing a structured approach to work health and safety for the benefit of all officers, workers, students, visitors, and other persons with a legal right to be on premises controlled or managed by DLCSL.

This policy will assist the DLCSL and its officers in meeting its obligations under work health and safety legislation including the *Work Health and Safety Act 2011* (NSW) (WHS Act) and the *Work Health and Safety Regulation 2017* (NSW) (WHS Regulation), *Fair Work Act 2009* (Cth).

For the purposes of this policy, "workers" extends to all employees, contractors, subcontractors, labour hire staff, work experience placements and volunteers on a premises controlled or managed by DLCSL.

The establishment of a framework for Catholic schools in the Diocese of Lismore will provide for workers, students, visitors and other persons to be able to comply with the requirements of the WHS Act and WHS Regulation.

This policy and related procedures are intended for schools use, to establish their own Work Health and Safety Policy.

APPLICATION

This policy applies to all DLCSL Directors, workers, students, visitors and other persons at risk from work carried out at a premises controlled or managed by DLCSL.

Workers are to make themselves familiar with the requirements of this document and ensure they comply with the behaviours and obligations outlined within it.

This policy does not form part of any employment contract or contractor agreement and does not impose contractual obligations on DLCSL.

POLICY

DLCSL acknowledges that the dignity, safety and wellbeing of all those involved in Catholic education in the Diocese of Lismore are central to the values of Catholic teaching.

DLCSL also recognises that it has a duty to ensure, so far as is reasonably practicable, the health and safety of workers, students, visitors and other persons who either enjoy or use the services and facilities, or provide services to the Catholic schools in the Diocese of Lismore.

DLCSL acknowledges the duties of its officers to exercise due diligence to ensure that DLCSL complies with its work health and safety obligations under the WHS Act. This includes ensuring that DLCSL has in place appropriate systems of work and by monitoring and evaluating health and safety management.

A person is an officer under the WHS Act where they make or participate in the making of decisions that affect the whole, or the substantial part of the business of DLCSL. The Board of Directors are officers of DLCSL for the purposes of the WHS Act.

RATIONALE

Managing risks to health and safety is critical to ensuring a safe workplace. Managing risks involves identification of any reasonably foreseeable hazards then eliminating, or implementing measures to mitigate the risk of harm arising from those hazards so far as is reasonably practicable.

All workers, visitors and other persons on a premises controlled or managed by DLCSL have a duty to ensure, so far as is reasonably practicable, that they take reasonable care for their health and safety and the health and safety of others at the workplace, and to reasonably comply with DLCSL's directions on health and safety matters. This means that in every undertaking a DLCSL entity is involved in, risk management is to be of the utmost priority. Whenever it is reasonably practicable to do so, a risk assessment should be completed for such undertakings.

To the extent that any worker, visitor or other person on a premises controlled or managed by DLCSL has a medical condition, they are strongly encouraged to openly communicate with DLCSL so that where necessary, reasonable risk controls and safety measures can be adopted.

Workers, visitors and other persons are required to disclose any medical condition they have that affects their ability to do their job or poses a risk to their personal health and safety or the health and safety of others in the workplace. Disclosures of medical conditions will be treated as private and not shared by DLCSL except as required by law or with the person's prior consent.

OUTCOMES

It is the intent of this policy that individual diocesan schools will utilise this policy and related procedures, or expand on them for use in schools. To this end, DLCSL requires all Catholic schools in the Diocese of Lismore to subscribe to the principles of this policy as a minimum. To meet these social, moral, and legal obligations, DLCSL is committed to:

- The provision and maintenance of a work environment without risks to health and safety;
- The provision and maintenance of safe plant and structures;
- The provision and maintenance of safe systems of work;
- The safe handling and storage of plant, structures and substances;
- The provision of adequate facilities for the physical and mental welfare of workers, students, visitors and other persons, including ensuring access to those facilities. In the context of mental health, this includes but is not limited to provision of adequate employee assistance programs and access to confidential counselling services;
- The provision of tools to assist in the development of risk assessments; and
- The elimination of bullying and harassment in the workplace environment.

This policy is a direction to all DLCSL employees. This policy must be complied with, and a breach of this policy may result in disciplinary action, up to and including termination of employment or the cessation of any other engagement with DLCSL.

RELATED DOCUMENTS

Catholic Education in the Diocese of Lismore: The Mission of Jesus Christ Foundational Values

Anti-bullying Policy and Procedures

Child Protection Policy and Procedures

Privacy Policy and Procedures

Work Health and Safety Procedures

Fair Work Act 2009 (Cth)

Work Health and Safety Act 2011 (NSW)

Work Health and Safety Regulation 2017 (NSW)