



CATHOLIC DIOCESE
OF BATHURST

WORK HEALTH & SAFETY POLICY

Document No:	2021-02
Publication Date:	4/10/21
Replaces Document & No:	New Diocesan Document
Contact:	Diocesan Chancellor
Review Date:	1/9/24
Status:	Active

WORK HEALTH & SAFETY

1. INTRODUCTION AND PURPOSE

The Catholic Diocese of Bathurst and its Agencies, ("herein referred to as CDOB"), aspires to provide the highest level of protection possible to workers and others against harm to their health and safety in the workplace and is committed to maintaining a safe and healthy work environment for workers and visitors.

It seeks to do this by fostering a culture where CDOB workers and management consult and collaborate to identify hazards, assess risks and implement effective measures to either eliminate or reduce those risks, as far as is reasonably practicable.

It also seeks to do this by aiming to reduce and remove risks to the work health and safety of all persons who work within or may be affected by the CDOB.

2. SCOPE

This document applies to all employees, volunteers, contractors, work experience students and trainees carrying out work for the CDOB ("workers").

It also outlines the roles and responsibilities of all parties to ensure a workplace where health and safety is considered in all decision-making processes and all reasonable actions are taken to prevent injury and illness occurring.

3. LEGISLATIVE FRAMEWORK

The legislative framework that underpins this policy includes:

- Work Health and Safety Act 2011 (NSW) (the Act) as amended or replaced; and
 - Work Health and Safety Regulation 2017 (NSW) (the Regulation) as amended or replaced.
-

4. RESPONSIBILITIES

The health and safety of all persons in a workplace is a shared obligation and responsibility between CDOB, workers and other persons (including other organisations with a shared duty). These responsibilities are outlined below:

4.1 Catholic Diocese of Bathurst

The CDOB is responsible for the health and safety of workers and others at the workplace. This responsibility includes, so far as is reasonably practicable, providing and maintaining

a workplace without risk to health and safety, providing a workplace with adequate facilities for the welfare of workers, providing information, training, instruction or supervision to protect persons from work health and safety risks, monitoring the work health and safety of workers to prevent illness or injury and consulting with workers and others with a shared duty to identify, eliminate or minimise risks.

The CDOB aims to do this through:

- identifying and investigating hazards, assessing risks and implementing appropriate strategies to eradicate or minimise risk of injury to people from work;
- ensuring the relevant work health and safety legislation is observed and complied with;
- ensuring communication and consultation with workers on work health and safety;
- developing and implementing safe working systems and providing adequate safety information, training and supervision for those systems;
- maintaining robust systems to support workers' recovery if they are injured; and
- ensuring the regular review and monitoring of the work health and safety systems including assessing their effectiveness and establishing measurable targets.

The role/s responsible for ensuring the CDOB meets these obligations are the Bishop and relevant Agency Heads.

4.2 Managers and supervisors

Managers and supervisors of the CDOB are responsible for the day to day work health and safety within their areas of responsibility.

They should achieve this through:

- undertaking the actions necessary to maintain a safe workplace by reinforcing safe work practices;
- ensuring the implementation of the CDOB's work health and safety policies, procedures and programs;
- ensuring all incidents within their area of control and all hazards are identified and investigated, and control strategies implemented;
- ensuring that training and instruction is provided to workers on work health and safety and that they are adequately supervised;
- encouraging workers to raise work health and safety concerns and to report incidents or near misses;
- ensuring that workers are consulted on all issues that affect their health and safety;
- ensuring notifiable incidents are notified to the relevant bodies (e.g. Workcover NSW and Catholic Church Insurances) within the required timeframes; and
- ensuring they act promptly to resolve any work health and safety concerns raised by workers or others.

4.3 Workers

All workers are responsible for taking reasonable care to ensure that their acts and omissions are not harmful to the health and safety of themselves or others in the workplace. Workers must also comply with any reasonable instruction of the CDOB with

respect to health and safety and ensure that they cooperate with any reasonable work health and safety policies or procedures released by the CDOB.

Workers are also required to:

- immediately report to their manager or supervisor any unsafe equipment, work practices, or work hazard that might pose a risk to work health and safety;
- Report any workplace accidents, incidents, and near-misses;
- not misuse, damage or interfere with workplace equipment;
- perform all work duties in a manner which ensures their own health and safety, as well as that of all other workers and other persons who may be affected by the work performed;
- co-operate with the CDOB to enable the work health and safety of all workers to be achieved; and
- familiarise themselves with all work health and safety policies and procedures provided by the CDOB, to implement them to the best of their ability and to seek clarity from their manager or supervisor if any aspect is unclear.

4.4 Other Persons

Other persons e.g. visitors or clients, are responsible for taking reasonable care to ensure that their acts are not harmful to the health and safety of themselves or others. They must also comply with reasonable instruction given by the CDOB to maintain health and safety.

5. FURTHER INFORMATION

Further information about this document can be sought from the relevant Agency Head via the following details:

Chancery and Parishes –	Patrick Cooper - Diocesan Finance Administrator dfa@bathurst.catholic.org.au (02) 6334-6402
Centacare -	Robert George – Director, Centacare director.centacare@centacarebathurst.com.au (02) 6331-8944
Education -	Christina Trimble – Executive Director of Schools director@bth.catholic.edu.au (02) 6338-3000