

Work Health and Safety

1.0 Responsibilities

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

1.1 Catholic Education Diocese of Parramatta

CEDP 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.

CEDP 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
- ensuring the regular review and monitoring of the work health and safety systems including assessing their effectiveness and establishing measurable targets

The **Executive Director of Schools** is responsible for ensuring CEDP meets these obligations.

1.2 Principals, Managers and Supervisors

CEDP managers and supervisors 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 CEDP'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 including WHS induction
- 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
- ensuring they act promptly to resolve any work health and safety concerns raised by workers or others

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

Workers are also required to:

- immediately report to their manager or supervisor any unsafe equipment or work hazard that might pose a risk to work health and safety

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Safety Policy



Catholic Education
Diocese of Parramatta

- 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 CEDP to enable the work health and safety of all workers to be achieved
- familiarise themselves with all work health and safety policies and procedures provided by CEDP to implement them to the best of their ability and to seek clarity from their Principal, manager or supervisor if any aspect is unclear
- participating in relevant health and safety training based on roles and responsibilities

1.4 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 CEDP to maintain health and safety.

2.0 Resolution of WHS Issues

If you wish to raise for resolution a health or safety issue that has arisen in a workplace under management and control of the CEDP and arise from the conduct of CEDP, or that arises from the conduct of CEDP, workers can follow the [Issue Resolution Procedure](#)

3.0 Consultation

As far as is reasonably practicable, CEDP will consult with employees who are or are likely to be directly affected when we:

- identify or assess WHS hazards or risks at a workplace under the management and control of CEDP or arising from the conduct of CEDP
- determine measures to be taken to control WHS risks at a workplace under management and control of the CEDP or arising from the conduct of CEDP
- determine the adequacy of facilities for the welfare of employees
- change any of the procedures set out in this policy
- determine the membership of the health and safety committee
- propose changes that may affect the health or safety of our employees to a workplace under the management and control of CEDP and/or the plant, substances or other things used at such a workplace and/or the conduct of the work performed at such a workplace

4. Further Information

Further information about this document can be sought from the WHS Officer, CEDP.

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