

ARCHDIOCESAN WORK HEALTH & SAFETY POLICY



Purpose

The purpose of this policy is to recognise that in performing God's work, the health, safety & wellbeing of all parishioners, students, residents, clients, workers, volunteers & visitors to any of the facilities & services offered & operated by & under the auspices of the Catholic Archdiocese of Canberra & Goulburn are the responsibility of Archdiocesan management. In fulfilling this responsibility Archdiocesan management has a duty to provide & maintain, so far as is practicable, a working environment that is safe & without risks to health including:

- Providing & maintaining safe plant, systems of work & access & egress from the workplace.
- Making & monitoring arrangements for the safe use, handling, storage & transport of plant & substances.
- Maintaining the workplace in a safe & healthy condition.
- Providing adequate facilities to protect the welfare of all workers.
- Providing information, training & supervision for all workers enabling them to work in a safe & healthy manner.
- Maintaining information & records relating to health & safety.

Under the guidance of Archbishop Christopher Prowse, Ms Helen Delahunty (Archdiocesan Financial Administrator) is responsible for ensuring the implementation & monitoring of this policy at all Archdiocesan locations. The health & safety duties of management at all levels will be detailed, & procedures for training & backup support must be followed.

In fulfilling the objectives of this policy, management is committed to regular consultation with employees to ensure that the policy operates effectively, & that health & safety issues are regularly reviewed.

Duties

Recognising the hazards occurring in dealing with people from all walks of life using the services & facilities of the Archdiocese, the management of the Archdiocese will take every practicable step to provide & maintain a safe & healthy environment for all parishioners, students, residents, clients, workers, volunteers & visitors. Management will:

- Observe, implement & fulfil its responsibilities under the Acts & Regulations, in both ACT & NSW.
- Establish targets & objectives that will be used to measure & monitor performance in managing health, safety & wellbeing across all activities.
- Ensure that the agreed procedures for regular consultation between management & those with designated & elected health & safety responsibilities are followed.
- Make regular assessments of health & safety performance & resources in co-operation with those with designated & elected health & safety functions.
- Ensure that all specific policies operating within the Archdiocese, such as - fire & explosion, purchasing, dangerous goods, training, first aid & systems of work - are periodically revised to ensure that they remain consistent with the Archdiocese's health & safety objectives.
- Provide information, training & supervision for all workers in the correct use of any plant, equipment & substances used throughout the Archdiocese.
- Be informed of incidents & accidents occurring on premises or to parishioners, students, residents, clients, workers, volunteers or visitors so that health & safety performances can accurately be gauged.

Workers

- Must take all reasonably practicable steps for their health, safety & wellbeing & that of others.
- Should comply with the safety procedures & directions agreed between management & workers with nominated or elected health & safety functions.
- Must not interfere with or misuse items or facilities provided for the health, safety & welfare of workers.
- Must, in accordance with agreed procedures for accident & incident reporting, report potential & actual hazards to their elected health & safety representatives or to management.

Parishioners, Students, Residents, Volunteers &/or Visitors

While on any Archdiocesan property have a responsibility to:

- Follow any instructions given by an Archdiocesan staff member.
- Abide by any instructions given either verbally or in writing.
- Obey any signs & warnings regarding safety.

This policy will be regularly reviewed to ensure account is taken of any operational & legislation changes.

Archdiocesan Management seeks co-operation from all workers & residents in realizing our health & safety objectives & creating a safe work environment. All parishioners, workers (volunteers), students, residents, clients, & visitors will be advised, in writing, of agreed changes & arrangements for their implementation.

Christopher Prowse
Archbishop

Helen Delahunty
Financial Administrator