Policy Statement

Occupational Health and Safety

Related documents: Return to Work Program

Review Date: 2011
Commitment

We acknowledge that the dignity, safety and well being of people are central to the Church’s teaching. The Parramatta Catholic Education System recognises that it is responsible and accountable for ensuring the health, safety and welfare of employees, students, volunteers, and other people who either enjoy or use the services and facilities of the Parramatta Catholic Education System, or provide services to the Parramatta Catholic Education System. To meet these obligations the Parramatta Catholic Education System is committed to:

- providing safe and healthy workplaces and working conditions that prevent injury and illness;
- eliminating or controlling hazards that cause injury and illness;
- providing for the welfare of its employees and students; and
- consulting with employees and other stakeholders to achieve these objectives.

Occupational Health and Safety and Injury Management System

The Catholic Education Office, Diocese of Parramatta is committed to ensuring the health, safety and welfare of all employees, students and other persons who are legally present on school and related premises.

To support the policy the Catholic Education Office, Diocese of Parramatta will develop and maintain an appropriate occupational health and safety management system (OHSMS) for workplaces it controls or manages to:

- implement and integrate OHS management into management systems applicable for our workplaces;
- assist and support each workplace to develop a strategic plan, and performance measures to achieve the aims of this policy, and continuous improvement in their own OHS management;
- develop appropriate planning strategies to ensure that the design and function of facilities at our workplaces meet occupational health and safety standards;
- review, or develop, purchasing policies of goods, materials and services purchased or provided to Parramatta Catholic Education System workplaces that may affect the occupational health and safety of employees and/or other persons;
- provide the resources, training, information, instruction and levels of supervision required for all employees, students and other persons covered by this policy to achieve the policy’s objectives. In order to achieve these aims, and the objectives envisaged by the policy, the Parramatta Catholic Education System shall:
  - identify and assess all existing or foreseeable workplace hazards, then eliminate the hazard or develop strategies to control risks arising from a hazard that cannot be eliminated for practical reasons;
  - develop and maintain an appropriate workplace incident/injury reporting system that will provide the Parramatta Catholic Education System and the workplace with information to prevent future incidents and work related injury or illness;
  - conduct an investigation of all incidents and circumstances that may either expose any person to the risk of injury or illness, or result in injury or illness;
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- report all significant incidents and circumstances to the Head of Staff Services;
- encourage employees to report any suspected workplace hazard and suspected work-related injury or illness affecting themselves or others, at the earliest opportunity, without prejudice to any employee;
- provide for the welfare of our staff and students and for all injured employees prior to their return to work, in the development of their return to work plans, and in the rehabilitation process following their return to work;
- support and value the rights and cultural heritage of our employees, students, contractors, visitors, and volunteers. Cultural sensitivity is a requirement in all aspects of our activities.

Consultation

To achieve these objectives, the Parramatta Catholic Education System will consult openly with our employees and other stakeholders and provide them with sufficient information to assist in the decision-making process. The Parramatta Catholic Education System will value and acknowledge the outcomes of this consultation.

Responsibility and Accountability

The Parramatta Catholic Education System shall establish appropriate levels of responsibility and accountability for our employees, consistent with their position within the organisation to meet the policy objectives. These levels of responsibility and accountability will be developed in consultation with the respective employees.

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

- comply with their obligations under the policy to take reasonable care to ensure the health, safety, and welfare of themselves, students, and any other person under their control or supervision while at work;
- use in accordance with directions, all personal protective clothing or equipment (PPE) provided for their use, and report when PPE provided requires maintenance or replacement;
- comply with any reasonable OH&S instruction or direction by a principal or other designated person;
- contribute to the workplace meeting its OHS strategic plan and performance levels, report and record all incidents, or hazards, that may cause injury or illness and any damage or maintenance requirements affecting the workplace, or plant used at work;
- attend and participate in any training or in-service seminars arranged by the Parramatta Catholic Education System that support the objectives of this policy;
- engage openly with the employer in any consultation on OH&S issues, or information, brought to their attention, to assist the employer meet their obligations under the Act.

Related Policies and Procedures

*Return to Work Program*
Policy Review

The policy shall be reviewed in 2011, 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.

Signed:  

[Signature]

Gregory B Whitby
Executive Director of Schools
Catholic Education Office
Diocese of Parramatta