



TASMANIAN
CATHOLIC
education commission

POLICY

WORK HEALTH and SAFETY

RELATED DOCUMENTS

Systemic Catholic Schools Principal's Handbook
Work Health and Safety Act 2012
Work Health and Safety Regulations 2012
Workers Rehabilitation and Compensation Act 1988

Policy No: 02.2012



Work Health and Safety Policy

1. Objective

The objective of this Policy is to demonstrate and communicate the Tasmanian Catholic Education Commission's (TCEC) commitment to provide a safe environment for work and study in accordance with Work Health and Safety legislation.

The TCEC is committed to providing a safe workplace for workers, students and visitors by:

- meeting legislative and regulatory obligations;
- developing a planned and systematic approach to the management of work health and safety and injury prevention through a formal *Work Health and Safety Management System*; and
- providing the resources for the successful implementation and continuous improvement of the *Work Health and Safety Management System*.

(Note: Workers include: employees, contractors & sub-contractors or employees of such, labour hire employees, outworkers, apprentices, trainees, work experience students and volunteers who carry out work in any capacity for a school / College or for the TCEO.)

2. Responsibilities

The employing authorities namely the Roman Catholic Church Trust Corporation of the Archdiocese of Hobart, the Salesians of Don Bosco Australia-Pacific (Dominic College) and the Trustees of the Christian Brothers as trustees for Edmund Rice Education Australia (St Virgil's College) have ultimate responsibility for the effective implementation of this *Work Health and Safety Policy*.

The employing authorities (as mentioned above), the TCEC, the TCEO Director and Leadership Team, the Systemic Catholic Schools Governing Council, College Governing Councils, Principals, Advisory Boards, School Management Teams, and any other person who makes, or participates in, decisions affecting the whole or a substantial part of the TCEO or school / college business, or an employee on whose advice the employing authorities rely, or anyone who can significantly affect the TCEO or a school's / college's financial standing are responsible within their assigned areas for:

- ensuring that each employing authority meets its responsibilities as a Person Conducting a Business or Undertaking (PCBU) in accordance with Work Health and Safety legislation;
- ensuring effective resourcing and implementation of the *Work Health and Safety Policy* and the *Work Health and Safety Management System*;
- providing the leadership necessary to raise an organisation-wide safety culture;
- meeting due diligence requirements of *Work Health and Safety Act 2012* for acquiring and keeping up to date knowledge of WHS matters, receiving and considering information and ensuring implementation of programs under the management system;
- ensuring that within the workplace there are appropriate work health and safety programs specific to the needs of each area;
- ensuring that adequate consultation, information, instruction and training are provided to workers and students under their control;
- providing supervision appropriate to the level of risk that the task or job entails;
- managing the safety of contractors, volunteers and visitors;
- where deemed necessary, or required by legislation, managing consultation, cooperation and coordination of activities with PCBUs and other stakeholders associated with schools / colleges and the TCEO.

All workers, students, visitors and others are responsible for:

- taking reasonable care of their own health and safety and ensuring their conduct does not adversely affect the safety of others;
- co-operating with instructions, supporting and promoting work health and safety within education related workplaces and whilst engaged in Catholic education activities;
- acting and encouraging others to act in a healthy and safe manner; and
- reporting or rectifying any unsafe conditions or acts that come to their attention.

3. Scope

The *Work Health and Safety Policy* applies to all Catholic Education Tasmania (CET) workers (as defined) at education related workplaces owned, managed or controlled by the employing authorities, and approved offsite workplaces including collaborative arrangements with other parties.

All members of the CET community have a collective and individual responsibility with regard to the prevention of workplace harm to health and safety through elimination or minimisation of risks created by work requirements.

4. Policy Provisions

4.1 Compliance

The TCEO and schools / colleges will comply with the relevant Work Health and Safety and Workers' Rehabilitation and Compensation legislation, and State Building Act for Building Safety and Compliance.

4.2 Management System

The TCEO and schools / colleges will implement a *Work Health and Safety Management System*, comprising an integrated suite of policies, procedures, plans, positions and resources to systematically manage work health and safety risks.

4.3 Resourcing

The TCEO and schools / colleges will provide adequate and responsible resources, including finances, to facilitate the fulfillment of the TCEO's Work Health and Safety responsibilities.

4.4 Induction and Training

The TCEO and schools / colleges will identify, develop and provide appropriate information, instruction and training to equip workers, students and visitors with the knowledge and skills necessary to ensure their health and safety and meet their Work Health and Safety responsibilities.

4.5 Identification, Control and Management of Safety Hazards and Risks

The TCEO and schools / colleges will support the office and schools / Colleges to identify work health and safety hazards associated with the tasks and activities undertaken at the TCEO and at schools / colleges. All such hazards will be eliminated unless it is not reasonably practicable to do so.

When it is not reasonably practicable to eliminate a hazard, the TCEO will work with schools / colleges to select the most appropriate measure to control and minimize the risk associated with the hazard having regard to the test of what is reasonably practicable.

4.6 Safe Facilities at Work

The TCEO and schools / colleges will provide facilities needed for workers and students to conduct their activities in a healthy and safe environment.

4.7 Consultation

To assist with achieving these provisions, the TCEO and schools / colleges will consult openly with workers, students and other stakeholders. The TCEO and schools / colleges will value and acknowledge the outcomes of this consultation. Consultation with students will primarily occur through the Positive Behaviour Support framework or its equivalent.

4.8 Review of Work Health and Safety Management System

The TCEO and schools / Colleges will regularly review and evaluate the *Work Health and Safety Management System* **through** audits and workplace inspections.

REFERENCES

Nil

FORMS

Nil

APPENDICES

Nil

SIGNED:



Chair TCEC

DATE:

27 SEPTEMBER 2012

Approved by:	TCEC
Issuing Group:	TCEO
Implementation Date:	27 September 2012
Supersedes Policy Dated:	N/A
Revision Date:	2015
TCEO Contact Officer:	Manager: Human Services