



ARCHDIOCESE OF BRISBANE

## WORK HEALTH AND SAFETY SAFETY POLICY

### 1. PURPOSE

The Archdiocese of Brisbane is committed to ensuring the health and safety of all persons and to fulfil this responsibility the Archdiocese will, so far as reasonably practicable, ensure that no person is placed at risk, and that risks will be eliminated or minimised, in accordance with the obligations under the Work Health and Safety Act 2011, the Work Health and Safety Regulation 2011, Codes of Practice and Australian Standards.

### 2. SCOPE

This policy applies to all employees within the Archdiocese of Brisbane (**Archdiocese**) including clergy as well as contractors and volunteers providing services to agencies, parishes and ministries of the Archdiocese.

### 3. POLICY STATEMENT

It is the Work Health and Safety Policy of the Archdiocese of Brisbane (the Archdiocese) that every employee, parishioner, student, volunteer, client, contractor, visitor and other persons entering onto or into any premises, facility or service at a parish complex, school or other location within the Archdiocese shall be provided with a safe and healthy environment free from physical and emotional harm.

In order to support this policy all premises, facilities or services at a parish complex, school, or other location within the Archdiocese will:

- Comply with all relevant Work Health and Safety Legislation;
- Provide and maintain safe physical environments, equipment and systems of work so far as reasonably practicable;
- Promote and encourage health and safety awareness for all people coming to that location;
- Minimise disruption and personal hardship related to work related injuries or illnesses through effective injury management and rehabilitation programs;
- Provide work health and safety information, resources, training and supervision to employees and other relevant people;
- Consult with relevant stakeholders and resolve any work health and safety issues;
- Develop safe work practices and safety guidelines at each site; and
- Provide the necessary resources to enable the effective implementation of this Policy.

The Archdiocese will achieve the objectives of this policy through the implementation, review and monitoring of its Safety Management Systems which incorporates a number of key areas and accountabilities that make up our Seven Safety Essentials:

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- Leadership Commitment & Accountability Responsibilities;
- Risk Management;
- Incident Management & Investigation;
- Emergency Response & Preparedness;
- Consultation, Cooperation & Coordination;
- Competency, Awareness & Training; and
- Suppliers, Contractors & Purchasing.

Under the guidance of the Vicar General each Executive Director is accountable for the provision of effective systems and processes to meet the requirements of the Seven Safety Essentials. Where appropriate these systems and processes will be developed collaboratively to ensure a consistent approach is maintained at all locations for the provision of a safe and healthy environment free from physical and emotional harm.

All employees, parishioners, volunteers, clients, contractors and visitors are accountable for their own safety and as such are expected to:

- Take reasonable care of their own health and safety and that of others affected by their actions or omissions;
- Report any unsafe situations or faulty equipment to a responsible person at the site;
- Report any injury, serious injury, dangerous occurrence or near miss to a responsible person at the site as soon as practicable;
- Avoid actions that have the potential to place at risk their health and safety or that of any other person at the workplace or relevant area; and
- Comply with the safety procedures and directions as set by the Agency.

#### 4. POLICY OWNER AND POLICY MANAGER

The Policy Owner of this policy is the Archbishop, Archdiocese of Brisbane.

The Policy Manager of this policy is the Vicar General, Archdioceses of Brisbane.

#### 5. RELATED DOCUMENTS

| Name  | Document type | Document number |
|---|---------------|-----------------|
| Work Health and Safety Rehabilitation and Return to Work Policy | Policy        | AD15            |

#### 6. RELATED CANON LAW, LEGISLATION, STANDARDS, REFERENCES

| Law/Legislation/Standards/References | Pinpoint reference |
|--------------------------------------|--------------------|
| Work Health and Safety Act 2011      |                    |

#### 7. COMPLIANCE AND MONITORING

7.1. The Policy Owner has strategic responsibility for monitoring compliance with approved policy documents.

7.2. Non-compliance with this policy:

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- 7.2.1. in the first instance should be brought to the attention of the employee's/worker's Manager for discussion and remedial action;
  - 7.2.2. which continue should be reported to the Executive Director of the stated Agency and the Vicar General;
  - 7.2.3. of a serious nature must be reported to the Vicar General.
- 7.3. Non-compliance with this policy may lead to disciplinary action and/or termination of employment.

## 8. IMPLEMENTATION

- 8.1. The Policy Coordinator will publish the policy on the Archdiocesan Intranet.

## 9. COMMUNICATION

- 9.1. Executive Directors and managers are responsible for ensuring that the appropriate communication to employees occurs.
- 9.2. All employees are responsible for understanding and complying with this policy.

## 10. REVIEW DATE

- 10.1. The next review date for this policy is June 2023

## 11. VERSION CONTROL AND APPROVAL HISTORY

Version control

| Version | Author       | Date reviewed |
|---------|--------------|---------------|
| 2       | WHS Director | July 2020     |

Approval history

| Version | Approver               | Date approved |
|---------|------------------------|---------------|
| 1       | Archbishop of Brisbane | October 2016  |

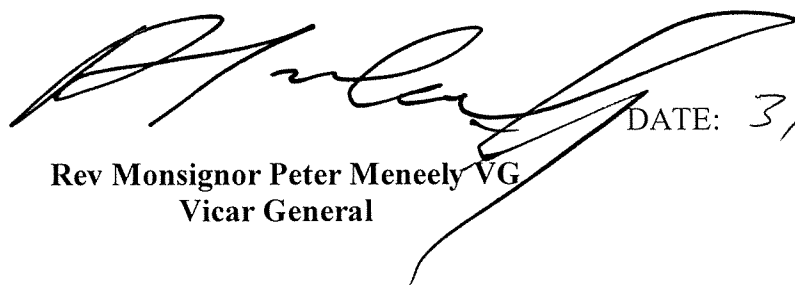
## 12. DEFINITIONS

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| <b>AGENCIES</b>  | The Agencies of the Archdiocese of Brisbane are as follows: <ul style="list-style-type: none"> <li>• Archdiocesan Development Fund</li> <li>• Archdiocese of Brisbane</li> <li>• Brisbane Catholic Education</li> <li>• Centacare</li> <li>• Episcopal and Corporate</li> <li>• Evangelisation Brisbane</li> </ul> |
| <b>ARCHDIOCESAN WIDE POLICIES, PROCEDURES AND GUIDELINES</b> | Unless otherwise stated, refers to policies which apply across all Agencies of the Archdiocese of Brisbane and are approved by the Vicar General. It does not refer to policies that originate in one Agency.  |

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| <b>CANON LAW</b>   | The Code of Canon Law is the codified body of general laws governing the Catholic Church.  |
| <b>EXECUTIVE DIRECTOR</b>                                  | Unless otherwise stated, refers to the Executive Director, of the stated Agency.   |
| <b>POLICY COORDINATOR</b>                                  | Refers to the Governance, Risk and Compliance Officer or person appointed by the Executive Director, Governance, Legal and Risk, Archdiocese of Brisbane at the time.  |
| <b>POLICY MANAGER</b>                                      | Depending on the document, refers to either: <ul style="list-style-type: none"> <li>• Executive Director of the stated Agency, Archdiocese of Brisbane; or</li> <li>• Delegate of the Executive Director of stated Agency, such as a director or business unit manager.</li> </ul>                                 |
| <b>POLICY OWNER</b>  | Depending on the document, refers to either: <ul style="list-style-type: none"> <li>• Vicar General, Archdiocese of Brisbane; or</li> <li>• Archbishop, Archdiocese of Brisbane.</li> </ul>  |
| <b>RELATED DOCUMENTS</b>                                   | Documents that are related to this document and assist with its implementation.  |
| <b>SHARED SERVICES POLICIES, PROCEDURES AND GUIDELINES</b> | Unless otherwise stated, refers to policies, procedures and guidelines which apply across all Agencies of the Archdiocese of Brisbane and are approved by the Vicar General. Collectively all documents are referred to as 'policy documents'. It does not refer to policy documents that originate in one Agency. |
| <b>VICAR GENERAL</b>                                       | The Vicar General is appointed by the Archbishop to assist him in the governance of the entire Archdiocese of Brisbane. The Vicar General oversees the work of the various Agencies.   |

**APPROVED BY:**

**SIGNED:**


 DATE: 3/9/2020

**Rev Monsignor Peter Meneely VG**  
**Vicar General**