



DIOCESE OF PARRAMATTA

OCCUPATIONAL HEALTH AND SAFETY POLICY

COMMITMENT

The Diocese of Parramatta is committed to the safety and well being of its clergy, employees, volunteers, contractors and those who are in their care. This commitment also extends to anyone else on premises controlled or managed by the Diocese and their delegates.

To meet these obligations the Diocese of Parramatta 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.
- Ensuring that people other than employees (including, but not limited to – volunteers, clients, visitors, contractors) are not exposed to risks to their health or safety arising from the conduct of the employer while they are at the employer's workplace.
- Establish an OH&S management system, compliant with the requirements of the NSW Occupational Health and Safety Act 2000 and the Occupational Health and Safety Regulations 2001.

CONSULTATION

Employee involvement throughout all levels of the Diocese is critical for ensuring a safe and healthy workplace.

As stated in the Commitment statement, the Diocese is committed to consulting employees regarding all decisions that affect their health, safety and welfare at work.

A Diocesan OH&S Committee is established to promote health and safety in the workplace and facilitate participation by all employees in the workplace to ensure the objectives of this policy are met.

RESPONSIBILITY AND ACCOUNTABILITY

Levels of responsibilities will be established for 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.

Trustees of the Diocese of Parramatta

The primary responsibility of the Trustees is to ensure that the Diocese provides a safe and healthy work environment for its employees. It monitors and directs the activities of the Diocesan OH&S Committee in the planning and implementation of OH&S initiatives to achieve this outcome.

- An OH&S management system is established and regularly reviewed for improvement, to prevent injury and illness in the workplace;
- The effectiveness of the OH&S initiatives and systems are measured and evaluated against the aims of this policy;
- Assistance and support is provided to each of the separate entities in the Diocese enabling them to contribute to the Diocesan OH&S Plan.

Parish Priest/Director/Manager

- Support the Diocese in the implementation of an effective OH&S management system that is regularly reviewed to ensure ongoing improvement in the prevention of injury and illness in the workplace;
- Assist and support each of the separate entities in their jurisdiction to develop their own plan, and system for performance measuring, to achieve the aims of this policy, and continuous improvement in their own OH&S management.
- Review and/or develop safe systems of work for all who may be affected by the business conducted on their premises.

All clergy, employees, contractors and volunteers

- Follow the safety policies and procedures as prescribed by the Diocese and by legislation;
- Report all accidents and unsafe work practices to their manager;
- Participate in activities related to safety;
- Exercise care for their own safety and for those they work with and those who are in their care.

OCCUPATIONAL HEALTH AND SAFETY PROGRAMME

To facilitate the implementation of this policy, a programme of activities and procedures is established, updated continually and effectively carried out. The programme relates to all aspects of occupational health and safety, including:

- Occupational Health and Safety training and education;
- Work and workplace design and safe work practices;
- Enhancement to work methods and practices;
- Emergency procedures and drills;
- Provision of Occupational Health and Safety equipment;
- Workplace inspections and evaluations;
- Reporting and recording of incidents, accidents, injuries and illnesses which impact on the workplace;
- Hazard identification, assessment and management; and
- Provision of information to employees.

IMPLEMENTATION AND MONITORING

All Diocesan entities will be required to adopt this Policy in its entirety; they will however have the opportunity to write an OH&S policy for their own facility that is supportive of the requirements of this policy.

Where entities have written their own additional policy they will be required to submit a copy to the Diocesan OH&S Committee.