



CATHOLIC DIOCESE
OF ROCKHAMPTON

Work Health and Safety Policy

Contents

1. Purpose	3
2. Scope	3
3. Policy Statement	3
4. Principles.....	3
4.1. Responsibilities.....	3
5. References.....	4
6. Schedules.....	4
7. Policy Information.....	4

This document is uncontrolled if printed or electronically reproduced

1. Purpose

To provide a safe work environment that is free from workplace injury and illness by reducing the risks to the health, safety and welfare of all Workers, visitors, and others that may be affected by our operations.

2. Scope

This policy applies to all Workers of the Catholic Diocese of Rockhampton ('Diocese') (excluding Catholic Education or CentacareCQ). Workers include paid employees, clergy, religious, volunteers, contractors, and any other person entering the premises of a Diocese establishment to perform any type of work.

3. Policy Statement

The Diocese is committed to providing and maintaining a safe and healthy workplace for all Workers as well as visitors, congregation members and members of the public. Hazards and risks to health and safety will be eliminated or reduced, as far as is reasonably practicable. The effectiveness of this policy is based on the participation, co-operation, and commitment of those it governs.

Through the successful implementation of this policy, the Diocese's objective is to develop proactive hazard and risk management strategies and create a positive safety culture that encourages participation in workplace health and safety.

4. Principles

4.1. Responsibilities

The responsibility of maintaining health and safety standards in the workplace is shared by all. Specific obligations and methods for managers and Workers to achieve a safe environment are outlined below.

Management will:

- ensure the business complies with all legislation relating to health and safety;
- eliminate or minimise all workplace hazards and risks as far as reasonably practicable;
- provide clear information, instruction, and training to enable all workers to work safely;
- consult with and involve workers on matters relating to health, safety and wellbeing;
- provide appropriate safety equipment and personal protective equipment;
- provide a suitable injury management and return to work program;
- ensure that appropriate processes for receiving and considering information regarding to incidents, hazards and risks are in place.

Workers will:

- take reasonable care for their own health and safety;
- abide by Diocese policies and procedures, and any reasonable instruction that is given by the Diocese in regard to safety;
- participate in safety training;
- comply with all legislative health and safety requirements, and other relevant industry standards;
- report incidents and any unsafe conditions or issues;
- ensure any qualifications, training and licensing requirements of their role remain current.

Disciplinary action may be taken against any person who does not fulfil these obligations.

5. References

N/A

6. Schedules

This policy must be read in conjunction with its subordinate schedules as provided in the table below.

7. Policy Information

Subordinate Schedules	
Accountable Officer	Director of Diocesan Services
Policy Type	Governance Policy
Approved Date	25/04/2022
Effective Date	25/04/2022
Review Date	25/04/2025
Relevant Legislation	<i>ISO 45001:2018 Occupational Health and Safety Management Systems - Requirements with guidance for use</i> <i>AS/NZS 4801:2001 Occupational Health and Safety Management Systems – specification with guidance for use.</i> <i>Work Health and Safety Act 2011 (Qld)</i> <i>Work Health and Safety Regulation 2011 (Qld)</i>
Related Policies	N/A
Related Procedures	N/A
Related forms, publications and websites	Incident Report Form
Definitions	Worker An employee, cleric, religious brother or sister, contractor, volunteer, work experience participant or trainee of the Diocese, including those working in its parishes.