



Policy

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Work Health and Safety

Purpose

This policy documents Catholic Education Diocese of Cairns' (CEDC) commitment, intentions, and principles in relation to its overall work health and safety performance.

This policy applies to all CEDC schools, colleges, work sites and undertakings, as well as all stakeholders, including CEDC workers, contractors, sub-contractors, officers, volunteers, students and visitors.

Policy

CEDC recognises that the health and safety of our workers, students, and school community is of the highest priority and cannot be compromised.

Work health and safety is one of our key corporate objectives, and resources will be allocated to ensure compliance with the Work Health and Safety Act 2011 (Qld.), as well as any related acts, regulations, codes of practice or standards.

The policy will be given effect through the Work Health and Safety Policy Statement (Attachment A) which shall be communicated during worker and visitor inductions, displayed in the reception/foyer and staff notice boards throughout CEDC workplaces and website. The Policy Statement will be endorsed and signed by the Executive Director.

Rationale

CEDC understands and honours the significance of protecting the health and wellbeing of all who are involved in our community. There is a distinct alignment between work health and safety principles and our Catholic values.

In addition to our legal and regulatory obligations, an "ethic of care" for self and for each other's safety and wellbeing underpins the goals of work health and safety in our organisation. Pope John Paul II wrote that he: "attributed to the 'public authority' the 'strict duty' of providing properly for the welfare of the workers, because a failure to do so violates justice".

A best practice work health and safety culture contributes to safe, vibrant and respectful school communities and displays the values of care, compassion and respect.

Outcomes

Implementation of this policy requires CEDC to:

- establish key measurable objectives and targets to reduce work related injuries and illnesses.
- provide for a means to effectively monitor results and report on performance.
- Commit to the highest standards of WHS management throughout its operations.
- Commit to eliminating hazards and reducing health and safety risks.
- ensure compliance with all relevant WHS legislation.
- establish levels of authority, responsibility, and accountability for the management of WHS within CEDC, via attachments in job position descriptions and WHS resources and documentation.
- provide information, training, instruction, or supervision necessary to protect persons from risks emanating from CEDC undertakings.
- undertake regular monitoring and reviews that include internal and external audits, workplace inspections and observations, inspection, testing and monitoring, and system reviews.
- promote the importance of conducting risk assessments, identifying hazards, assessing risks, implementing effective control measures and monitoring and reviewing their effectiveness.
- ensure effective consultative arrangements are in place for the organisation
- commit to a process of continual improvement through desktop audits to ensure WHS objectives and targets are being met.
- review this policy at least once every five years, or in response to changes in legislation and regulatory frameworks or identified opportunities for improvement.
- The WHS Manager will ensure this policy is maintained and updated.

Appropriate disciplinary action will be taken against a person who is found to have breached this policy, particularly where the action or omission was wilful in nature. These measures will depend on the nature and circumstances of each breach, and may include:

- Further training and education
- Supervision
- Disciplinary letter or warning
- Termination of employment

If an investigation finds a breach has not occurred or cannot be substantiated, CEDC may still take appropriate action to address any related workplace issues.

Reflection

“Trust in the LORD and do good; dwell in the land and enjoy safe pasture.” Psalms 37:3

Enquires

Manager, Work Health and Safety

Related Directives, Policies and Procedures

[WHS Portal](#)

[School Accountability web page](#)

[Work Health and Safety Act 2011 \(Qld.\)](#)

[Work Health and Safety Regulation 2011 \(Qld.\)](#)

