



# WORK HEALTH AND SAFETY

**Scope:** This policy applies to all staff employed in Catholic kindergartens, schools and colleges conducted by Catholic Education - Diocese of Rockhampton (referred to as CEDR in the document).

## 1. POLICY STATEMENT

Catholic Education is committed to providing a safe and healthy working and learning environment for employees and non-employees.

## 2. DESCRIPTION

Our Catholic faith is guided by the message of the gospels so that our culture has always been one that shows a deep care and concern for each other. *“Love your neighbour”* was the challenge Jesus gave us, so we should do our best to assist and protect our neighbour. Catholic Education as a ministry of the Catholic Church is required to formulate policies which enable these principles to be put into practice.

The purpose of the Work Health and Safety Act (2011) is to provide a framework to protect the health, safety and welfare of all workers at work and of all other people who might be affected by that work. This includes those who are not employees including students, volunteers, parents, guardians, caregivers and other visitors such as contractors.

## 3. IMPLEMENTATION ISSUES

1. Work sites will be properly maintained to ensure health and safety.
2. Safe systems of work will be developed.
3. Safe equipment and machinery will be used.
4. Information, instruction, training and supervision for health and safety will be provided.
5. Instruction in the safe use, handling, storage and transport of hazardous substances will be given.
6. Adequate amenities for the health and safety of all who use CEDR facilities will be provided.
7. Protective clothing and equipment will be used when required.
8. Consultation with employees may occur through Health and Safety Committees and / or Health and Safety Representatives or other suitable arrangements depending on the size and nature of the agency.
9. CEDR's Health and Safety management policies and procedures will be developed in cooperation with CEDR's Workplace Health and Safety Coordinator.
10. Each school will appoint a Workplace Health and Safety Advisor. CEDR's Workplace Health and Safety Coordinator will give advice and support to and coordinate the training of these advisors, as well as ensuring CEDR is fulfilling its obligations.



11. The Workplace Health and Safety Management System will be reviewed at the school level, CEDR level and by Workplace Health and Safety Queensland.
12. Schools will provide appropriate educational programs and support concerning health issues and the individual's duty of care to themselves and others. Timely responses will be developed to emerging health issues.
13. Supportive and inclusive practices will be adopted towards those experiencing illness, disease or infection.
14. Opportunities will be provided for employees to participate in occupational rehabilitation programs in order to resume their normal place in the workforce following injury or illness.

#### 4. REFLECTION MATERIAL

##### CATHOLIC EDUCATION POLICIES AND DOCUMENTS

- Workplace Health and Safety site on Google Drive

##### LEGISLATION\*

- Queensland Government [Work Health and Safety Act 2011](#)
- Queensland Government [Work Health and Safety Regulation 2011](#)
- Queensland Government [Workers' Compensation and Rehabilitation Act 2003](#)
- Queensland Government [Working with Children \(Risk Management and Screening\) Act 2000](#)

\*These links will take you to the Office of the Parliamentary Counsel website where you will find the current legislation.

##### RESOURCES

- Queensland Government [Sun Protection Strategy for Schools](#)