

WORK HEALTH AND SAFETY POLICY

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| Policy Number | DEC 11_21 | Date originally accepted | September, 2016; October, 2018 |
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STATEMENT OF POLICY

Townsville Catholic Education is committed to providing and maintaining a safe and healthy working and learning environment for employees and others. Hazards and risks to health and safety will be eliminated or minimised as far as reasonably practical.

INTRODUCTION

Townsville Catholic Education is committed to complying with the Work Health and Safety Regulation 2011, codes of practice other safety guidance material. Townsville Catholic Education has a duty to ensure a safe and healthy working and learning environment for all workers, employees, students, contractors, volunteers, visitors and members of the public whilst present in our workplaces and conducting authorised activity outside of these facilities.

RATIONALE

We are committed to ensuring the highest standard of health and safety, through a variety of programs and initiatives. Our Catholic faith is guided by the message of the Gospel and our culture shows a deep care and concern for each other. "Love thy neighbour" was the challenge Jesus gave us, so we should strive to do our best for each other.

POLICY DIRECTIVE

This policy applies to workers, parents, students, visitors, volunteers, contractors, suppliers, and any other person conducting business at Townsville Catholic Education Office, any TCE systemic school (including outside school hours care), childcare centre or kindergarten. This policy also includes those situations where workers, parents, students, visitors, volunteers, contractors, or suppliers are participating in any authorised activity outside of these facilities.

All directors, management, principals, and supervisory employees have a duty to:

- Eliminate or minimise, as far as reasonably practicable, any hazard or risks to health and safety to prevent injury, illnesses and dangerous incidents.
- Ensure the business complies with all legislation relating to health and safety.
- Provide and maintain safe workplaces, equipment and plant.

- Provide information, instruction, equipment, training and supervision that is reasonably necessary to ensure safety from injury and risk.
- Ensure equipment purchased meets relevant Australian Standards.
- Consult with employees, contractors and others on decisions that may impact on their health and safety.
- Ensure work is conducted in accordance with relevant Codes of Practice or exceeds the required Codes of Practice.
- Encourage a culture of consultation, initiative and responsibility to maintain a safe and healthy workplace.
- Provide appropriate safety equipment and personal protective equipment.
- Supervise workers to ensure work activities are performed safely.
- Review and continually improve health and safety systems.

Each worker, parent, student, visitor, volunteer, contractor, supplier, has a duty to:

- Take reasonable care of the health and safety of themselves and others.
- Comply with safe work practices, procedures, instructions and rules, with the intent of avoiding injury to themselves and others and preventing damage to equipment.
- Not misuse or interfere with anything provided for health and safety.
- Report all accidents and incidents and all known or observed hazards to the Office/Administration, manager, supervisor or principal.
- Participate in health and safety training as requested.
- Use safety equipment and personal protective equipment as instructed.

It is the goal of Townsville Catholic Education to provide a safe and healthy work environment that is free from workplace injury and illness. This will only be achieved through the participation, cooperation and commitment of everyone in the workplace.

REFERENCES AND DEFINITIONS

This policy applies to the Townsville Catholic Education Office and all Catholic Schools and Colleges under the guidance of the Townsville Catholic Education Office.

LEGISLATION

- Queensland Work Health and Safety Act 2011
- Queensland Work Health and Safety Regulation 2011
- Queensland Workers' Compensation and Rehabilitation Act 2003 and Regulations