

## 1. Summary

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- 1.1 This policy sets out the commitments and obligations of the Catholic Education Archdiocese of Canberra and Goulburn (CECG) to provide safe and healthy working environments. It applies to all workers in CECG schools and the Catholic Education Office, and during work-related activities away from these locations.
- 1.2 Work Health and Safety in CECG Early Learning Centres and School-Aged Care Centres is addressed separately in the CECG ELC and SAC Work Health and Safety Policy.

## 2. Work Health and Safety Policy

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- 2.1 This policy must be displayed on WHS noticeboards, the CECG Intranet, and School Intranets. A copy must be provided to workers as part of their induction to CECG workplaces.

## 3. CECG WHS Commitment and Principles

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- 3.1 Work Health and Safety laws and Catholic Social Teaching principles of Dignity of the Human Person and Rights and Responsibilities underpin the safety of all workers, students and visitors. All workers, students and visitors of CECG will be treated with dignity and respect.
- 3.2 **CECG is committed to:**
  - preventing injury and illness in CECG workplaces through proactive hazard management
  - providing effective rehabilitation and injury management assistance to workers with a work related injury/illness
  - consulting and co-operating with workers and relevant external parties on health and safety issues in a meaningful and effective manner
  - continuous improvement through monitoring and reviewing, and improving health and safety management systems and initiatives
  - complying with all relevant health and safety legislation.
- 3.3 **CECG demonstrates this commitment by:**
  - implementing the work, health and safety management system (MySafe) across all CECG workplaces
  - applying CECG WHS procedures, practices and other relevant policies in accordance with law and accepted health and safety standards
  - providing appropriate information and training for Managers/Head of Services/Principals, employees, students, visitors, volunteers and contractors to enable them to perform their WHS roles and responsibilities and set minimum standards for performance
  - fostering a culture that empowers workers, students, and visitors, to be responsible and accountable for health and safety and injury management
  - encouraging employees, students, visitors, volunteers and contractors to report any hazards, work related injury, illness or near miss incidents
  - recording and investigating accidents and incidents and acting to prevent re-occurrence
  - applying risk management processes to identify, assess and control health and safety hazards
  - establishing effective consultation and communication processes with employees and other relevant stakeholders regarding health and safety that potentially impact them
  - using appropriate internal and external expertise and resources
  - monitoring, reviewing and improving the MySafe management system

### 3.4 CECG workers are required to:

- report hazards and incidents
- manage hazards and incidents in line with the CECG WHS Incident Management Procedure
- participate in training as identified and instructed to attend
- consult and cooperate with CECG on safety related matters
- follow all safety instruction and wear personal protective equipment as required

## 4. Reporting and Managing Work Health and Safety Hazards and Incidents

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4.1 School buildings must be equipped to comply with the CECG Buildings – Health and Safety Policy.

4.2 In the event of a Work Health and Safety hazard or incident, workers should refer to:

- The WHS Incident Management and Reporting Procedure for guidance on immediate action to report and respond to the event
- The Injury Management Policy for guidance on dealing with injuries, including the return to work processes, and
- (For notifiable WGS incidents and serious injuries) the WHS Incident Investigation Procedure for the process to investigate and interview witnesses and people involved in the incident.

4.3 Other CECG policies and procedures may also be relevant, including the Critical and Non-Critical Incident Policy.

## 5. Definitions

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5.1 **Worker** All people carrying out work for CECG including employees (permanent, casual, and temporary), contractors and sub-contractors, volunteers, apprentices, work experience students, or a minister, priest, or other religious leader or member of a religious organisation.

## 6. Related Documents and Legislation

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### Related CECG documents:

WHS Incident Management and Reporting Procedure  
WHS Incident Investigation Procedure  
WHS Injury Management Policy  
CECG Buildings – Health and Safety Policy  
Critical and Non-Critical Incident Policy  
Sun Protection Policy

### Legislation and Standards:

[Safe Work Australia page on WHS laws and regulations](#)