

<b>Title</b>	Work Health and Safety Policy
<b>Description of policy</b>	This policy sets out the commitments and obligations of Catholic Education Archdiocese of Canberra and Goulburn (CECG) to provide safe and healthy working environments. It applies to all workers in CECG workplaces, to any work conducted at CECG workplaces, and during work-related activities away from these locations.
<b>Required because</b>	It is a legal obligation to a work health and safety policy available to workers. This policy also introduces staff to subject-specific guidance documents that apply to health and safety matters.
<b>Description of changes</b>	Inserted link to WHS Incident Management and Reporting Guide in Section 4.
<b>Applies to</b>	<input checked="" type="checkbox"/> Organisation-wide <input type="checkbox"/> Specific: schools <input checked="" type="checkbox"/> Staff only <input type="checkbox"/> Students only <input type="checkbox"/> Staff and students
<b>Status</b>	<input type="checkbox"/> New <input type="checkbox"/> Major revision of existing document <input checked="" type="checkbox"/> Minor revision of existing document

<b>Publication location</b>	<a href="#">Intranet</a>
<b>Related documents</b>	<a href="#">Chemical Safety in Schools Fact Sheet</a> <a href="#">Hazardous Chemical Assessment Form</a> Hazardous Chemical Register (see School/Catholic Education Office Governance sit or equivalent records – e.g. chemical management app) <a href="#">WHS Incident Management and Reporting Guide</a> <a href="#">WHS Incident Investigation Guide</a> <a href="#">Injury Management Guide</a> <a href="#">Sun Protection Policy</a>
<b>Intranet category</b>	Work Health and Safety and Staff Wellbeing
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<b>Accountable authority</b>	People and Culture Service Area Leader
<b>Responsible officer</b>	Senior Health, Safety & Wellbeing Partner

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## 1. Summary

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- 1.1 This policy sets out the commitments and obligations of 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.

## 2. Work Health and Safety Policy

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- 2.1 All CECG employees must comply with the Work Health and Safety Policy.
- 2.2 This policy must be made available to all employees, for example through the CECG Intranet, School/ELC Intranet pages, or during 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 underpin the safety of all workers, students and visitors. All workers, students and visitors of CECG should be treated with dignity and respect and have the right to a place of work that is free from physical or psychological harm.
- 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 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 management system.

#### 3.4 CECG workers are required to:

- take reasonable care for the health and safety of themselves, and take reasonable care that their acts or omissions do not adversely affect the health and safety of others
- report hazards and incidents using the electronic hazard/incident reporting system
- manage hazards and incidents in line with the CECG WHS Incident Management and Reporting Guide
- participate in training as identified and instructed to attend
- consult and cooperate with CECG's work health and safety policies, procedures, and guidelines
- comply with any reasonable instruction or lawful direction in relation to work health and safety and wear personal protective equipment as required
- meet their obligations under any return to work program and other policies, procedures, or guidelines to support their return to the workplace following an injury or illness.

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

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

- the [WHS Incident Management and Reporting Guide](#) for guidance on immediate action required to report and respond to the event
- the [Injury Management Guide](#) for guidance on dealing with injuries, including the return to work processes
- For notifiable WHS incidents and serious injuries the [WHS Incident Investigation Guide](#) which outlines the process to investigate and interview witnesses and people involved in the incident.

## 5. Definitions

- 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.
- 5.2 **Notifiable Incident:** incidents that must be notified to Worksafe ACT or SafeWork NSW.

## 6. Related Documents and Legislation

#### 6.1 Related CECG documents:

- [WHS Incident Management and Reporting Guide](#)
- [WHS Incident Investigation Guide](#)
- [Injury Management Guide](#)

- [Sun Protection Policy](#)

## 6.2 Legislation and Standards:

- [Safe Work Australia page on WHS laws and regulations](#)
- [Safework Australia Incident Notification information sheet](#)

## 7. Contact

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- 7.1 For support or further questions relating to this policy, contact CECG People and Culture.