

## 1.0 Purpose

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This policy applies to all employees, students, visitors, volunteers and contractors in Catholic Education Archdiocese Canberra and Goulburn schools and offices and is readily accessible to all interested parties. This policy is to be displayed on WHS noticeboards, the Catholic Education Intranet, School Intranets and a copy provided to employees, students, visitors, volunteers and contractors as part of their induction to Catholic Education workplaces.

## 2.0 Policy

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### Catholic Education WHS Commitment and Principles

The principles of Catholic Social Teaching, in particular the principles of Human Dignity and Equality will underpin the safety of all employees, students, visitors, volunteers and contractors. In line with these principles, all employees, students, visitors, volunteers and contractors, no matter their circumstance of life, will be treated with dignity and equality.

Catholic Education Archdiocese of Canberra and Goulburn (Catholic Education) is committed to providing employees, students, visitors, volunteers and contractors with a healthy and safe environment.

Catholic Education will so far as reasonably practicable take action to improve and promote workplace health and safety and prevent workplace injuries and illnesses at all Catholic Education workplaces.

### Catholic Education is committed to:

- Preventing injury and illness occurring in Catholic Education workplaces through proactive hazard management
- Providing effective rehabilitation and injury management assistance to employees with a work related injury/illness
- Consulting and co-operating with employees and relevant external parties on health and safety issues in a meaningful and effective manner
- Achieving continuous improvement through the monitoring and review of measurable targets and objectives and improvement of health and safety management systems and initiatives
- Complying with all relevant health and safety legislation

### Catholic Education will demonstrate this commitment through:

- Implementing the work, health and safety management system (MySafe) across all Catholic Education workplaces
- Consistently applying Catholic Education WHS procedures, practices and other relevant policies in accordance with statutory requirements 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 employees, students, visitors, volunteers and contractors to be responsible and accountable for health and safety and injury management



- Encourage 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

**Catholic Education employees, students, volunteers, visitors and contractors are required to:**

- Report hazards and incidents
- Participate in training as identified and instructed to attend
- Consult and cooperate with Catholic Education on safety related matters
- Follow all safety instruction and observe the wearing of personal protective equipment as required

Approved By:	Moira Najdecki, Director and the CEO Service Area Leadership Team
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CEO Contact Officer:	Head, Human Resource Services
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