

WORKPLACE HEALTH AND SAFETY

Scope: This policy applies to all staff employed in Catholic kindergartens, schools, colleges and outside school hours care centres conducted by Catholic Education - Diocese of Rockhampton (referred to as Catholic Education 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. 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 not to hurt 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 tradespersons.

3. IMPLEMENTATION ISSUES

1. Workplaces 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 Catholic Education 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. Catholic Education's Health and Safety management policies and procedures will be developed in cooperation with Catholic Education's Workplace Health and Safety Coordinator.
10. Each school with an enrolment of 150 students or more will appoint a trained Workplace Health and Safety Advisor. Catholic Education's Workplace Health and Safety Coordinator will give advice and support to these advisors, to the principals of schools with an enrolment of less than 150, as well as ensure Catholic Education is fulfilling its obligations.
11. The Workplace Health and Safety Management System will be reviewed at the school level, Catholic Education level and by the Division of Workplace Health and Safety.
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 workplace following injury or illness.

4. REFLECTION MATERIAL

CATHOLIC EDUCATION POLICIES AND RESOURCES

- Health and Safety Google Site

LEGISLATION

- Queensland Government [Work Health and Safety Act 2011](#)
- Queensland Government [Workers' Compensation and Rehabilitation Act 2003](#)

RESOURCES

- Department of Health [Anti Smoking Material](#)
- Queensland Government [Sun Safety Policy and Guidelines](#)