



# Work health and safety policy

## Rationale

This policy exists to comply with legislative duties and obligations and to assist each school and the Toowoomba Catholic Schools Office to develop, promote and maintain a safe and healthy working environment. It demonstrates a commitment to the prevention of ill health and injury, and demonstrates our Catholic values in relation to health and safety.

## Legislative references

- Work Health and Safety Act 2011 (Qld)
- Work Health and Safety Regulation 2011 (Qld)
- Workers' Compensation and Rehabilitation Act 2003 (Qld)
- Workers' Compensation and Rehabilitation Regulation 2014 (Qld)
- Electrical Safety Act 2002 (Qld)
- Electrical Safety Regulation 2013 (Qld)

## Policy statement

All employees and other persons who work in, attend or use TCS facilities will ensure so far as is reasonably practicable, the health and safety of employees, students and other persons present on TCS premises, and comply with the Work Health and Safety Act 2011 (Qld) and Work Health and Safety Regulation 2011 (Qld), and Codes of Practice relevant to their work.

## Actions

1. Toowoomba Catholic Schools will, as far as is reasonably practicable, take action to
  - a. provide, so far as is possible, a safe work environment and safe systems of work
  - b. eliminate hazards and reduce safety risks
  - c. prevent injury and illness in the workplace
  - d. consult with staff on health and safety issues
  - e. comply with health and safety legislation
  - f. provide information, instruction, training and supervision that is reasonably necessary to ensure workers are safe from injury and risks to health
  - g. achieve continuous improvement through monitoring and review.
2. In order to meet its commitment to health and safety, Toowoomba Catholic Schools will
  - a. develop and implement a Work Health and Safety Management System (WHSMS) based on relevant legislation, codes of practice and standards
  - b. allocate adequate resources to implement, maintain and improve the WHSMS
  - c. provide work health and safety training, education and supervision to students and workers.
  - d. collaboratively define the responsibilities and accountabilities of personnel, establish consultative mechanisms, set measurable objectives and monitor the WHSMS
  - e. implement checking mechanisms and performance and management review mechanisms to ensure continuous improvement

- f. take appropriate action in circumstances where the WHSMS is breached. The measures will depend on the nature and circumstance of the breach and may include further training, supervision, restorative practices, disciplinary action or termination of employment
3. The TCS Executive Leadership Team and principals must demonstrate that they exercise due diligence by
  - a. acquiring and updating their knowledge of health and safety matters
  - b. understanding the operations being carried out by TCS and the hazards and risks associated with the operations
  - c. ensuring that TCS has, and uses, appropriate resources and processes to eliminate or minimise health and safety risks arising from work being done
  - d. ensuring that TCS has appropriate procedures in place to receive and respond promptly to information regarding incidents, hazards and risks ensuring that TCS has, and uses, procedures for complying with duties or obligations under the Work Health and Safety Act 2011 (Qld)
4. Each employee, parent, student, visitor, volunteer, contractor or supplier has a duty to
  - a. take reasonable care of the health and safety of themselves and others
  - b. comply with safe work practices, procedures, instructions and rules, with the intent of avoiding injury to themselves
  - c. report all accidents, incidents and hazards through appropriate channels.



Most Reverend Robert McGuckin | Bishop of Toowoomba