

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 2025 (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 other associated Acts, Regulations and Codes of Practice relevant to their work.

Actions

1. Toowoomba Catholic Schools will, as far as is reasonably practicable
 - a. provide and maintain a safe work environment and safe systems of work
 - b. identify hazards, assess risks and implement effective controls to eliminate or minimise risks
 - c. prevent workplace injury and illness through proactive risk management
 - d. consult with employees on health and safety matters and encourage active participation
 - e. comply with all applicable health and safety and other relevant legislation
 - f. provide information, instruction, training and supervision necessary to ensure employees are safe from injury and risks to health, including psychological health
 - g. enable continuous improvement through regular monitoring, evaluation and review of workplace health and safety performance.
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 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 employees
 - d. collaboratively define the responsibilities and accountabilities of employees, 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.

3. The TCS Executive Leadership Team and principals must demonstrate due diligence by
 - a. acquiring and maintaining up-to-date knowledge of workplace health and safety matters
 - b. understanding TCS operations and the associated hazards
 - c. ensuring that TCS allocates and effectively uses appropriate resources, systems and processes to eliminate or minimise health and safety risks associated with work activities
 - d. ensuring that TCS maintains and follows procedures for promptly receiving, recording and responding to information about incidents, hazards and risks, and that these procedures support compliance with 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.

A handwritten signature in black ink, appearing to read 'Ken Howell', is centered on the page.

Most Reverend Ken Howell | Bishop of Toowoomba