

# Work Health and Safety Policy

## Section 1 - Purpose

(1) The purpose of this policy is to outline how the Catholic Diocese of Maitland-Newcastle (the Diocese) will fulfil its commitment to work health and safety and comply with the requirements of the [Work Health and Safety Act 2011](#) and the [Work Health and Safety Regulation 2025](#).

## Section 2 - Policy Statement

(2) The Diocese is committed to the prevention of work-related injury/illness, through the provision of safe and healthy work environments, facilities, equipment and systems for our workers, volunteers, contractors, visitors, and members of the community.

## Section 3 - Scope

(3) All workers of the Diocese must comply with this policy. This policy applies to work carried out at workplaces under the control or management of the Diocese and or as part of the Diocese's business or undertakings.

## Section 4 - Policy Principles

(4) The Diocese will demonstrate its commitment to work health and safety by:

- a. ensuring all managers, workers and visitors are aware of their responsibilities in relation to work health and safety;
- b. complying with the [Work Health Act 2011 \(NSW\)](#) and the [Work Health and Safety Regulation 2025](#) and meeting applicable [Standards](#) and [Codes of Practice](#);
- c. adopting a proactive risk management approach to Work Health and Safety as an integral part of overall business operations;
- d. consulting with and involving workers in decisions impacting on their health and safety;
- e. considering the health and safety impacts of business decisions, including purchasing equipment design and organisational change;
- f. providing and maintaining safe systems of work including safe premises, plant, structures, substances, equipment, and systems that are safe and reduce risks to the health and safety of workers;
- g. providing relevant information, instruction, training, and supervision as may be necessary to enable workers to work in a manner which will minimise risk of injury or ill health; and
- h. continuously improving the Work Health and Safety Management System.

# Section 5 - Responsibilities

ROLE	RESPONSIBILITIES
Leadership Team	<p>The Diocesan leadership team has overall responsibility for managing Work Health and Safety and implementing verification processes to ensure that the Diocese is meeting its obligations.</p> <p>Responsibilities and accountabilities under this policy are held by the following positions:</p> <ul style="list-style-type: none"> <li>◆ Bishop</li> <li>◆ Chief Executive Officer</li> <li>◆ Chief Operating Officer</li> <li>◆ Diocesan Leadership Group</li> <li>◆ Head of People and Culture</li> </ul> <p>Site specific responsibilities in addition to those positions specified as above shall be established for relevant workers and communicated at the site by the person in charge of the site.</p>
People and Culture Team	<ul style="list-style-type: none"> <li>◆ Raising with all agencies any identified health and safety deficiencies</li> <li>◆ Communicating to all agencies the Work Health and Safety management expectations</li> <li>◆ Enforcing policies and procedures</li> </ul>
Safety and Risk Team	<ul style="list-style-type: none"> <li>◆ Encouraging workers to report, at the earliest opportunity, any suspected workplace hazard, risk, and/or work-related incident, injury, or illness</li> <li>◆ Providing guidance and advice to assist the Diocese to meet its legislative obligations</li> <li>◆ Providing direction on the development and implementation of the Work Health and Safety management system</li> <li>◆ Working closely with Return-to-Work Coordinators</li> <li>◆ Developing material to support the Work Health and Safety management system</li> <li>◆ Coordinating the availability and application of technical and procedural Work Health and Safety information</li> <li>◆ Coordinating the availability of ongoing education and support to further improve the Work Health and Safety management system</li> <li>◆ Providing guidance on compliance with Work Health and Safety legislation and Standards by: <ul style="list-style-type: none"> <li>• facilitating access to SafeWork NSW training programs where mandatory training has been identified in the Act and Regulations</li> <li>• supporting the Diocese to maintain individual Work Health and Safety records</li> <li>• providing information sessions on relevant Work Health and Safety matters.</li> </ul> </li> </ul>
Return to Work Coordinators	<ul style="list-style-type: none"> <li>◆ Implementing the return to work program</li> <li>◆ Assisting the Diocese to meet its obligations under workers compensation legislation</li> <li>◆ Supporting workers as they recover at work</li> <li>◆ Being a link between the employee, employer, insurer and treating health professionals to develop and implement a recovery at work plan</li> </ul>
Workers and others	<ul style="list-style-type: none"> <li>◆ Take reasonable care for their own health and safety.</li> <li>◆ Take reasonable care that their acts or omissions do not adversely affect the health and safety of others.</li> <li>◆ Comply with any reasonable instructions given to them enable the Diocese to comply with the <a href="#">Work Health and Safety Act 2011 (NSW)</a>.</li> <li>◆ Comply with policies and procedures of the Diocese.</li> <li>◆ Report all incidents, or hazards, that may cause injury or illness, and any damage or maintenance requirements affecting the safety of the workplace or plant used at work.</li> <li>◆ Attend and participate in any training or in-service seminars arranged by the Diocese to support the objectives of this policy.</li> <li>◆ Engage openly in any consultation on Work Health and Safety issues, share information brought to their attention and assist the Diocese to meet its obligations under the Work Health and Safety Act 2011 (NSW).</li> </ul>
Other persons at the workplace shall	<ul style="list-style-type: none"> <li>◆ Take reasonable care for their own health and safety</li> <li>◆ Take reasonable care that their acts or omissions do not adversely affect the health and safety of others</li> <li>◆ Comply with any reasonable instructions given to enable the Diocese to comply with the Act</li> </ul>

## **Section 6 - Consequences of breaching this policy**

(5) Any worker found to be in breach of this policy may be subject to disciplinary action, including where a serious breach occurs, dismissal.

## **Section 7 - Budget**

(6) The Diocese will ensure that the resources are available, including ensuring the supply of appropriate resources and processes, to eliminate or minimise risks to health and safety in the workplace.

## **Section 8 - Document Review**

(7) The policy shall be reviewed at least once every three (3) years, or in the event of any information, incident, injury, or illness that highlights the need for a review or when there are legislative changes or organisational changes. Review and revision must be done in consultation with relevant workers.

## Status and Details

<b>Status</b>	Current
<b>Effective Date</b>	20th February 2024
<b>Review Date</b>	11th October 2025
<b>Approval Authority</b>	Chief Executive Officer
<b>Approval Date</b>	11th October 2022
<b>Expiry Date</b>	To Be Advised
<b>Unit Head</b>	Megan Grainger Chief Governance Officer
<b>Enquiries Contact</b>	Safety and Risk

## Glossary Terms and Definitions

**"Work-Related Injury/Illness"** - An Injury, illness or disease arising out of or in the course of employment or, where applicable, where employment is a substantial contributing factor as defined by the Workers Compensation Act 1987.

**"Workplace"** - Each place where work is conducted for the Diocese.

**"Catholic Diocese of Maitland-Newcastle (the Diocese)"** - The Catholic Diocese of Maitland-Newcastle (the Diocese) is inclusive of all parishes and agencies, communities, ministries and works that are under the authority of the Bishop of Maitland-Newcastle. The Bishop takes his authority from Canon Law (Canons 375-402). The geographical coverage of the Diocese includes all or part of the Newcastle, Lake Macquarie, Maitland, Cessnock, Port Stephens, Singleton, Muswellbrook, Upper Hunter, Dungog and Mid-Coast local government areas, with almost 160,000 Catholics, 38 parishes and serviced by multiple diocesan ministries and agencies. The Diocese is not wholly geographic in nature. There are elements of the Catholic Church operating within the physical boundaries of the Diocese that do not fall under the authority of the Bishop and are not a part of the Diocese. Equally, particular diocesan ministries occur within external institutions (e.g. Prison Chaplaincy, Hospital Chaplaincy).

**"Manager"** - A worker with additional responsibilities including supervising workers and/or administering a service area. This includes, but is not limited to, managers, team leaders, directors, principals, assistant principals, supervisors, heads of services/agency, parish administrators and business managers.

**"Visitor"** - A person with no or minimal current or ongoing relationship with the Diocese, who is attending for a particular purpose or for no defined reason. Government officials, statutory officers and other persons discharging a particular purpose by attending the Diocese are visitors, even when that person may repeatedly attend the Diocese to discharge their duties. A Visitor is required to be escorted when specifically engage with children or vulnerable adults. Otherwise, visitors should be closely monitored whilst on a diocesan site where children or vulnerable adults are or are likely to be present.

**"Worker"** - A person who carries out work in any capacity for an employer or 'Person Conducting a Business Undertaking'. This includes: • employees; • teachers; • educators; • contractors; • apprentices; • clergy; • religious; • student placements; • trainees; and • volunteers/unpaid . In the Catholic Diocese of Maitland-Newcastle, 'worker' includes those who carry out work in diocesan parishes, within diocesan agencies and as a part of the diocesan curia.