



TASMANIAN
CATHOLIC
education commission

WORK HEALTH AND SAFETY POLICY

Policy No. 03:2024

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1 PURPOSE

- 1.1 CET is committed, insofar as is reasonably practicable, to ensuring the health and safety of Workers, Students and Other Persons and preventing harm that may result from CET activities or a hazard in a CET Workplace.
- 1.2 This Policy has been developed to enable CET to meet its work health and safety (**WHS**) legislative obligations in a systematic risk-based manner.
- 1.3 A key function of this policy is to underpin the achievement and sustainability of a safety-first culture within CET.

2 COVERAGE

- 2.1 This Policy applies to:
- (a) All CET Workplaces.
 - (b) Any Worker, Student or Other Person present in a CET Workplace at any time.
- 2.2 Workers exempted from the requirements of this Policy are construction or maintenance Workers when present in a demarcated work site.
- 2.3 This Policy operates in conjunction with the legal and regulatory requirements of applicable legislation.

3 POLICY PRINCIPLES

- 3.1 All persons shall comply with applicable legislation, this Policy and all other elements of CET's Work Health and Safety Program as found on Catholic Education Tasmania's knowledge portal (**CETKP**).
- 3.2 Safe systems of work shall be developed and applied to eliminate or, where elimination is not feasible, to minimise unacceptable risks associated with applicable workplace hazards so far as is Reasonably Practicable.
- 3.3 Reasonable measures shall be implemented by CET to achieve compliance with its WHS obligations, including but not limited to:
- (a) Appropriate plans, policies, procedures and programs to support and implement this Policy and CET's Work Health and Safety Program.
 - (b) Measurable safety performance objectives and targets.
 - (c) Adequate information, instruction and training for Workers, Students and Other Persons in respect of their WHS obligations, which will be provided in a timely manner.
 - (d) Cooperative and consultative engagement processes with Workers where WHS practises are introduced, amended or otherwise changed, recognising that WHS issues are best dealt with at the operational level.

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- 3.4** Adequate resources shall be available to:
- (a) Sustain the deployment and continuous improvement of CET’s Work Health and Safety Program.
 - (b) Ensure that CET’s Work Health and Safety Program is deployed and applied in a consistent and uniform manner across all CET Workplaces.
 - (c) Adequately respond to WHS issues, hazards and incidents.
- 3.5** A planned and systematic approach, built upon the “plan, do, check, improve” iterative cycle of continuous improvement, shall be taken for the management of WHS matters.
- 3.6** CathEdSafe shall be supported by relevant parties in a manner which recognises its agency for fostering a consistent, consultative and collaborative approach to the development and application of CET’s Work Health and Safety Program.
- 3.7** CET Workplaces shall be monitored and inspected on a regular basis to ensure risk mitigation measures are in good order and Workers, Students and Other Persons are complying with their WHS obligations.
- 3.8** Adequate records of WHS endeavours and associated matters must be created and kept in accordance with CET’s records management guidelines.

4 RESPONSIBILITIES

- 4.1** For CET to achieve compliance with this Policy the following people must fulfill the responsibilities allocated to them under this Policy:

<i>People who are:</i>	<i>Must:</i>
<i>Directors</i>	<ul style="list-style-type: none"> a) Ensure compliance with this Policy. b) Ensure the provision of adequate resources to enable the adequate implementation of this Policy and CET’s Work Health and Safety Program. c) Provide the leadership necessary for a safety-first culture. d) Act with Due Diligence and ensure WHS hazards and risks are mitigated so far as Reasonably Practicable. e) Regularly review and evaluate CET’s Work Health and Safety Program for the purposes of improvement.
<i>TCEO Manager Risk, WHS and Compliance</i>	<ul style="list-style-type: none"> a) Develop and maintain CET’s Work Health and Safety Program. b) Develop and maintain CETKP in a fit-for-purpose state. c) Ensure CETKP is accessible to all relevant staff. d) Maintain an up-to-date enterprise WHS risk register e) Provide leadership and administrative support to CathEdSafe. f) Report WHS performance to CET leadership and to the CECT.

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	<p>g) Coordinate the regular review and evaluation CET’s Work Health and Safety Program for the purposes of improvement.</p>
<p>Workplace WHS Officers</p>	<p>a) Promote a proactive safety-first culture.</p> <p>b) Strive to ensure their Workplace(s) complies with the WHS management requirements set out in the WHS policy instruments found on CETKP.</p> <p>c) Use the resources, workflows and templates found on CETKP.</p> <p>d) Identify all WHS hazards/risks not mitigated/reduced as far as is Reasonably Practicable in their Workplace(s) and subsequently drive their mitigation/reduction to an acceptable level.</p> <p>e) Maintain an up-to-date WHS hazard/risk register for their Workplace(s).</p> <p>f) Ensure the timely implementation the Annual WHS Management Plan in relevant schools or colleges.</p> <p>g) Ensure new members of staff, all relevant Workers and Other Persons receive adequate workplace induction / training / information in WHS matters as required.</p> <p>h) Investigate hazard/incident reports and identify/implement appropriate corrective actions.</p> <p>i) Undertake regular documented Worker monitoring and Workplace inspections.</p> <p>j) Provide the TCEO’s Manager Risk, WHS and Compliance with performance data as agreed.</p> <p>k) Where faced with systemic non-compliance with WHS requirements report concerns to the TCEO’s Manager Risk, WHS and Compliance in a timely manner.</p> <p>l) Participate in and contribute to CathEdSafe meetings</p>
<p>Workplace Managers</p>	<p>a) Implement and promote this Policy within their area of responsibility.</p> <p>b) Comply with any reasonable direction given by a CET WHS Officer with respect to achieving, maintaining, supporting and promoting adequate WHS management within their area of responsibility or whilst engaged in a CET activity or event.</p> <p>c) Implement in a timely manner all relevant WHS directions, measures and practices.</p> <p>d) Provide Workers, Students and Other Persons with adequate supervision.</p> <p>e) Where deemed necessary, or required by legislation, initiate and manage consultation, cooperation and coordination of activities with other Workers / organisations, in particular contractors, present within their area of responsibility.</p>

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**Workers, Students
and Other Persons**

- a) Comply with all reasonable WHS directions, measures and practices.
- b) Take reasonable care of their own health and safety and ensure their conduct does not adversely affect the health and safety of others.
- c) Act and encourage others to act in a healthy and safe manner.
- d) Fully participate in health and safety consultation and training.
- e) Report hazards, incidents, injuries and any unsafe conditions or acts that come to their attention in a timely manner.

5 COMPLIANCE (LEGISLATION AND OTHER DOCUMENTS)

5.1 Applicable legislative instruments containing overarching obligations:

Tasmanian legislation

Work Health and Safety Act 2012 (Tas)

Work Health and Safety Regulations 2022 (Tas)

Workers Rehabilitation & Compensation Act 1988 (Tas)

WorkSafe Tasmania Codes of Practice

Other

Non-government Schools Registration Board Guidelines

Tasmanian Office of the State Archivist Notice of a disposal freeze on records relating to children

5.2 Any failure to comply with an obligation under this Policy will likely result in disciplinary action taken under CET's Workplace Behaviour Policy and CET's Code of Conduct.

6 DEFINED TERMS

CathEdSafe means CET's paramount WHS officer consultative forum

CETKP means CET's online safety and compliance platform which houses the documentary components of CET's:

- a) Work Health and Safety Program.
- b) Child Safety Program.
- c) Critical incident management resources.
- d) Complaints management processes.
- e) Risk management framework.
- f) Records management protocols.

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CET's Work Health and Safety Program means CET's suite of WHS governance instruments that collectively form CET's Work Health and Safety Program i.e.:

- a) WHS Policy (this policy)
- b) WHS standards
- c) WHS guidelines
- d) Operational workflows and templates e.g. incident reporting
- e) CathEdSafe's Terms of Reference.

Due Diligence means taking reasonable steps:

- (a) to acquire and keep up-to-date knowledge of work health and safety matters; and
- (b) to gain an understanding of the nature of the operations of the business or undertaking of the person conducting the business or undertaking and generally of the hazards and risks associated with those operations; and
- (c) to ensure that the person conducting the business or undertaking has available for use, and uses, appropriate resources and processes to eliminate or minimise risks to health and safety from work carried out as part of the conduct of the business or undertaking; and
- (d) to ensure that the person conducting the business or undertaking has appropriate processes for receiving and considering information regarding incidents, hazards and risks and responding in a timely way to that information; and
- (e) to ensure that the person conducting the business or undertaking has, and implements, processes for complying with any duty or obligation of the person conducting the business or undertaking under this Act; and
- (f) to verify the provision and use of the resources and processes referred to in paragraphs (c) to (e).

Reasonably Practicable means in relation to a duty to ensure health and safety, means that which is, or was at a particular time, reasonably able to be done in relation to ensuring health and safety, taking into account and weighing up all relevant matters including –

- (a) the likelihood of the hazard or the risk concerned occurring; and
- (b) the degree of harm that might result from the hazard or the risk; and
- (c) what the person concerned knows, or ought reasonably to know, about –
 - (i) the hazard or the risk; and
 - (ii) ways of eliminating or minimising the risk; and
- (d) the availability and suitability of ways to eliminate or minimise the risk; and
- (e) after assessing the extent of the risk and the available ways of eliminating or minimising the risk, the cost associated with available ways of eliminating or minimising the risk, including whether the cost is grossly disproportionate to the risk.

Worker means any person who carries out work or services in any capacity for CET either as a member of staff, a volunteer, a cleric, a member of a religious institute or lay catechist, member

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of a religious order, a nun or a brother, a contractor, a subcontractor, an employee of a contractor, a consultant, a counsellor, a casual worker, an employee of an employment agency or labour hire company, an apprentice or trainee or a person gaining work experience or on work placement.

Workplace Manager means a member of staff with team leadership responsibilities e.g. a principal.

Definitions for all other key terms used in this document are included in the *CET Terms and Definitions* which is available on the CET website

7 FURTHER INFORMATION AND ASSISTANCE

7.1 For further information and assistance in relation to this Policy please contact the TCEO's Manager: Risk WHS & Compliance T: 03 6210 8888.

8 REVIEW OF THIS POLICY

8.1 This Policy will be reviewed every four years.

8.2 Updated versions of this Policy will be available on the CET website and on request.

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