

# Work Health and Safety Policy

## POLICY 8

**Your safety and health is a priority for us and together we will actively reduce risks to your safety, health, and wellbeing. We will work together to ensure that we never place anyone at risk due to our actions, or inaction. CatholicCare and all employees have a responsibility for their own, clients and each other's health, safety and wellbeing.**

### CatholicCare

- Will maintain or improve health, safety and wellbeing as a priority
- Ensure that effective controls are in place to protect you
- Be transparent about our - and your - responsibilities for health, safety and wellbeing
- Provide information, training, instruction or supervision to protect you from risks to your health and safety
- Ensure that effective reporting mechanisms are in place to support corrective and preventative actions
- Will support you to recover to your full capacity if you are ill or injured due to work.

### Managers and Supervisors

- Support, encourage, and ensure staff are familiar with this policy and WHS procedures
- Demonstrate active and visible leadership in WHS risk management
- Understand and monitor their WHS risks, and set monitored goals to improve risks
- Review and respond to near miss and incident reports, inspection reports, accident investigations, and WHS audit reports appropriately, effectively and promptly
- Escalate WHS issues that are beyond your control or delegation promptly, after putting into place interim/ short-term control measures to reduce the risk.

### Employees and Volunteers

- Follow WHS policy and procedures and comply with WHS instructions
- Attend safety-related training and seek assistance to perform your duties safely
- Use equipment that has been provided for your health, safety and wellbeing
- Report all hazards, incidents and injuries or WHS concerns to your supervisor or manager
- Wear appropriate clothing, footwear, and personal protective equipment (PPE).

### We recognise

CatholicCare provides services and supports in varied environments, and to clients with varying needs and preferences. All employees are encouraged to immediately speak up about hazards or incidents.

### We will

Comply with legislation and relevant codes to ensure we provide a safe and appropriate working environment for our, clients, staff, volunteers, students and others we work with.

### Accountability sits with everyone

The Executive Director is accountable to the Diocese for managing health and safety. Workers also have important responsibilities for health and safety in the workplace.



**Peter Loughnane**  
**Executive Director**  
March 2021