

1. INTRODUCTION TO THE WORK HEALTH & SAFETY MANAGEMENT SYSTEM (WHSMS)

Purpose

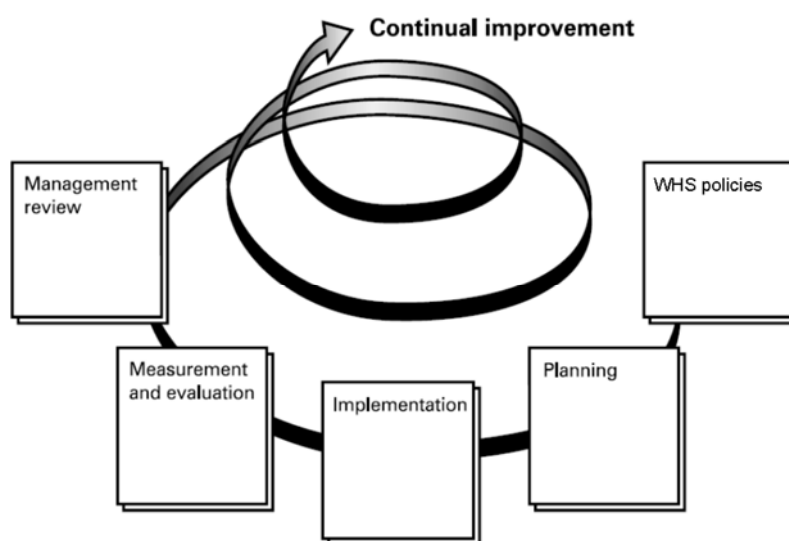
The purpose of this plan is to establish and maintain effective management of Work Health and Safety and achieve a consistently high standard of safety performance. In addition, this plan will serve to ensure that parishes and their entities meet the obligations of their work health and safety policy and relevant work health and safety legislation.

Aim

The aim of an effective Management System is to support the achievement of an acceptable level of work health and safety performance through systematic elimination or reduction of risks.

This plan is intended to provide the elements that can be integrated with other management requirements, to assist in achieving work health and safety as well as other social and economic goals.

The process is one of continual improvement. Work Health and Safety policies and processes are implemented, and then changed and streamlined to best serve Parish need and to meet legal obligations.



AS NZS 4801 – OHS Management Systems model

Standards

NSW WHS Act 2011,
NSW WHS Regulation 2011,
AS NZS 4801 – WHS Management Systems,
AS NZS 4360 – Risk Management,

Reviews

The Diocesan HR/WHS Manager in consultation with Parishes reviews the entire WHS Management System every 2 years. More frequent reviews will take place in response to changes in the parish structure and / or legislative changes. The reviews will be undertaken in consultation with workers.

The next review is scheduled for 2016.

Authorisation

The Diocesan HR/WHS Manager is to recommend that the WHS policies and procedures are formally approved by the Diocesan Finance Council.

Document Control

The WHSMS consists of controlled documents. The controlling authority is the Parish Priest or delegated authority.

Procedure Custodian

The Diocesan HR/WHS Manager is assigned custody to ensure the WHSMS is maintained and updated.

Failure to comply

With the requirements of the WHS Management System or reasonable directives from management will lead to disciplinary action which may include summary dismissal and legal action for severe breaches.

2. STRUCTURE OF THE MANAGEMENT SYSTEM

① Policies –Have been developed to address the legislative responsibilities for work health and safety and to promote a safe working environment for all. The policies are generic and must be reviewed to ensure they are applicable to your individual workplace and activities. You must consult with your workers and update policies where required. Make sure you document your review.

② Safety Rules – Specific high risk tasks or equipment have been identified and rules developed to assist with ensuring safety of workers. As with the policies, these are generic and must be reviewed for your specific workplace. Some tasks may require the development of safe work procedures which detail the individual steps of the task and the safety precautions which must be taken. Remember, when contractors are coming into your workplace, you share the responsibility for their safety so it is important to ensure they also have appropriate safe work procedures for their high risk work.

③ Forms & Checklists - Forms have been reviewed to assist with documenting the work health and safety activities as required by law. Make sure your completed forms are appropriately filed and retained in your HR/WHS Guidelines Folder, usually for at least 5 years.

④ Posters – Safety signs for you to print out and display in key work areas.

3. WHERE DO I START?



1 – Responsibilities for workplace safety

The first place to start is to find out the work health and safety requirements that apply to your Parish. The WHS Act 2011 details responsibilities of persons conducting a business or undertaking, officers and workers. You should be familiar with your responsibilities and know what you need to do to comply with the Act.



2 – Plan to work safely

This step is about planning. Safety at work involves thinking about what activities happen in your workplace. You can then identify hazards and assess the level of risks those hazards pose. Following this, you need to determine ways to eliminate or minimise those risks as far as reasonably practicable. This will allow you to plan safety into each work activity.



3 – Involve your workers

This important step involves consultation. Talk to your workers (including volunteers) and set up ways for them to be involved and contribute to decisions that may affect health and safety in the workplace. For example, this can be done as part of your regular staff meetings. This is a legal requirement, and good sense. The people doing the job often have the best ideas of where the risks are and how to control them.



4 – Develop procedures

You must have policies and procedures in place to guide workers in doing their work safely. It is not sufficient for workers to merely “know what to do”. You must document the procedures and proceed to step 5.



5 – Inform and train your workers

In this step you use the procedures developed in steps 3 and 4 to inform workers about hazards in their job and workplace and how to do their work safely. Provide all workers (including volunteers) with an induction/orientation, information, instruction, training and supervision.



6 – Monitor and review

Managing health and safety is an ongoing process that should form part of the way you do business. Your processes, operation and workers may change over time and so do the risks. Make sure you continually review your program to ensure it still addresses all the risks in your workplace.

By using these steps as a guide and applying them to suit your Parish, you will be off to a good start. You can also seek more advice/information from the Diocesan HR/WHS Manager at the Diocesan Business Office.