





Accountability & Authority

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	Form A – Workplace Inspection Checklist
Effective date	17 June 2011
Date reviewed	1 June 2012
Review date	February 2015
Guideline owner	Human Resource – Work Health & Safety
Applies to	All Parish workers - Employees, Contractors, Sub-Contractors, Volunteers; & Visitors
Legislative requirements	WHS Act 2011 & WHS Regulation 2011
Pages	3

Person conducting a business or undertaking (PCBU)

The WHS Act specifies a person conducting a business or undertaking (PCBU) has the primary duty of care to ensure the health and safety of workers, both at the workplace and if working off-site, and of other persons in the workplace.

Officers

An officer is someone who makes or participates in making decisions that affect the whole or a substantial part of a PCBU and has the capacity to significantly affect the financial standing of the PCBU.

The parish will identify its Officers and will advise workers accordingly.

Definitions

Due Diligence:

Means taking reasonably practicable steps to ensure compliance mechanisms are in place to enable WHS legal responsibilities are met.

The reasonable steps Officers must take to ensure they are exercising due diligence includes, but is not limited to:

- Acquiring and keeping up to date with knowledge of WHS matters;
- Gaining an understanding of the PCBU's business operations and the associated hazards and risks;
- Ensuring the PCBU has available for use, and uses, the appropriate resources and processes to eliminate or minimise risks to health and safety;
- Ensuring the PCBU has appropriate processes for receiving and considering information regarding incidents, hazards and risks and



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	<p>responding in a timely way to that information;</p> <ul style="list-style-type: none">• Ensuring the PCBU implements processes for complying with any duty or obligation under the WHS Act;• Verifying the provision and use of resources and processes required for compliance.
Reasonably Practicable:	<p>A standard of behaviour to provide the highest level of protection against risks to a person's health and safety, using proactive measures to ensure this protection takes place.</p> <p>Consideration MUST be given to:</p> <ul style="list-style-type: none">• The likelihood of the hazard or risk occurring;• The degree of harm that may arise from these hazards or risks;• What the person concerned knows, or ought to know, about the hazard or risk, and the ways of eliminating or minimising the risk;• the availability and suitability of ways to eliminate or minimise the risk; and• Only after assessing these matters, consideration may be given to the costs associated with eliminating or minimising the risk, and whether they are grossly disproportionate to the risk.

Purpose

This procedure documents the general and specific health and safety responsibilities applicable to the various levels within the parish. These responsibilities are assigned as shown and are based on the legislative standards. Further individual responsibilities are contained in particular procedures and position descriptions.

Procedure

General Responsibilities:

1. Officers of the parish will exercise due diligence to:

- Acquire and keep up to date knowledge of work health and safety matters;
- Gain an understanding of the operations, hazards and risks of the business or undertaking;
- Ensure that appropriate resources and processes to eliminate or minimise risks are available and used;
- Ensure processes are in place so that the Officers receive, consider and respond to information regarding incidents, hazards and risks;
- Ensure that processes are implemented to facilitate compliance with our WHS obligations;
- Ensure that effective and meaningful consultation processes are in place;
- Ensure that training and instruction is provided to workers, to ensure their safety;
- Verify the provision and use of resources and procedures to achieve WHS obligations, objectives, targets and plans.

The Officers will also meet their duty of care (so far as is reasonably practicable) by:

- Providing and maintaining the work environment without risks to health and safety;



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- Providing and maintaining safe plant and structures;
- Providing and maintaining safe systems of work;
- Safe use, handling and storage of plant, structures and substances;
- Provision of adequate facilities for the welfare of workers; and
- Monitoring the health of workers and the conditions of the workplace to prevent illness or injury.

2. The Manager and Supervisors will:

- Maintain the workplace in a safe condition;
- Be involved in the promotion and implementation of work health and safety policies and procedures;
- Train staff in the safe performance of their assigned tasks;
- Apply available resources to meet health and safety commitment; and
- Implement this policy and WHSMS within their area of responsibility.

3. Workers will;

- Follow, abide and cooperate with the WHSMS;
- Report all known or observed hazards to their Supervisor; and
- Ensure that their actions or inactions do not place themselves or others at risk.

4. Contractors will;

- Carry out all work in compliance with the relevant Work Health and Safety Legislation, relevant Australian Standards and Codes of Practice and any Local Government requirements;
- Participate in safety meetings, audits and inspections as required;
- Comply with the intent of this WHSMS.

Policy Review

This policy will be reviewed every 3 years or sooner if new information or circumstances require. Previous versions will be retained as per Records Management requirements.

Signed:

Parish Priest

Date