



# Work Health and Safety Policy

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## 1. Introduction and Purpose

This policy is a statement of the commitment, scope, responsibilities and objectives of Catholic Schools Parramatta Diocese (CSPD) to ensure a workplace where health and safety is considered in all decision making processes and all reasonable actions are taken to prevent injury and illness occurring.

CSPD operates over eighty schools and corporate offices spanning across Western Sydney and the Blue Mountains, from Parramatta to Katoomba, and Luddenham to Box Hill with approximately 46,500 students and 6,500 employees. Our demographics on a site can be between pre-Kindergarten and the elderly; therefore, our policy focuses on keeping people of all ages safe.

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## 2. Scope

This document applies to all persons in CSPD schools and sites, including employees, religious, volunteers, contractors, consultants, trainees and work placement students, students, families, clients and visitors. It also applies when work is undertaken off premises including but not limited to excursions, camps and student work placement and working remotely.

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## 3. Policy Statement

CSPD is committed to providing a physically and psychologically safe and supportive environment for work and study, and setting objectives which enhance and embed a holistic culture of safety. The policy principles that inform CSPD's health and safety objectives are:

- All persons are responsible for health and safety. Each person has responsibilities and some people hold more than one responsibility (refer to Responsibilities below).
- All persons are responsible for and encouraged to report issues of concern, incidents, near misses and hazards immediately upon becoming aware of them so we may act on them.
- Safe and supportive environments are provided for work and study.
- Our work practices are not to affect the health and safety of others persons present at our workplaces or when we attend other workplaces.
- Where hazards are identified, including psychosocial hazards, controls to eliminate or minimise the risk of the hazards so far as is reasonably practicable will be put in place.
- Communication and consultation are at the centre of a culture of safety.

- Health and safety is considered in the design of buildings and working spaces.
  - Health and safety considerations are included in projects, procurement, plans, procedures, programs, courses and job instructions.
  - CSPD's Health and Safety Management system including this Policy, key risk area procedures and guidelines give effect to the primary duty to provide a safe workplace and supports continuous improvement.
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## 4. Definitions

**Consultation** involves the sharing and collaboration on key information for health and safety. It includes giving workers an opportunity to express their views, valuing these views and allowing them to contribute to the resolution of health and safety issues.

**Hazard** is something that has the potential to cause harm. Hazards can be physical or psychosocial.

**Health and Safety Management System** is the centralised system of policies, procedures and processes to support the delivery of the Health and Safety Policy principles

**Incident** is any unexpected or unplanned event or occurrence that causes harm or has the potential to cause harm (injury, illness or damage).

**ISO 45001:2018 Occupational Health and Safety Management Systems standard** is an international standard which provides a framework for businesses to manage risks and improve health and safety performance. Using the Plan-Do-Check-Act methodology to systematically manage health and safety risks.

**Person Conducting a Business or Undertaking (PCBU)** is the business, Catholic Schools Parramatta Diocese (CSPD). CSPD must take steps to ensure the health and safety of workers and others so far as is reasonably practicable, in accordance with its Primary Duty of Care under the *Work Health and Safety Act 2011* (NSW) s11.

**Psychosocial hazards** at work are aspects of work and situations that may cause a stress response which in turn can lead to psychological or physical harm.

**Near miss** is an incident that could have caused harm but did not.

**Notifiable incident** is an incident that is defined under the *Work Health and Safety Act 2011* (NSW) Part 3- Incident Notification. It means a defined incident involving the death of a person, serious injury or illness of a person or dangerous incident, which gives rise to preservation of the incident site and notification to SafeWork NSW as the Regulator.

**Risk** is the likelihood that a hazard will cause harm.

**Student** means the child/young person enrolled in a CSPD system school.

**Workplace** is a place where work is undertaken by CSPD or a place where a worker goes or is likely to be while at work. This includes vehicles and water.

**Worker** is an employee, volunteer, contractor or subcontractor, outworker, work experience student, apprentice or trainee.

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## 5. Responsibilities

The health and safety of all persons in a workplace is a shared obligation and responsibility between CSPD, workers and other persons. This includes other organisations with a shared duty. It should be noted that a duty imposed on an organisation to ensure health and safety requires the organisation who holds the health and safety duty to:

- to eliminate risks to health and safety, so far as is reasonably practicable
- if it is not reasonably practicable to eliminate risks to health and safety, to minimise those risks so far as is reasonably practicable.

More specifically, these responsibilities are outlined below.

### 5.1. CSPD Board

Has the duties of:

- an Officer under the Work Health and Safety Act to ensure that CSPD as the PCBU takes steps to proactively manage the health and safety for employees, volunteers, contractors, consultants, trainees and work placement students, students, and other persons who may be impacted by our work.
- The Board sets the strategic objectives and targets for CSPD with respect to health & safety.

### 5.2. Chief Executive Officer and Executive General Managers

Have the duties of:

- an Officer under the Work Health and Safety Act;
- operationalises the strategic objectives and targets for CSPD with respect to health and safety;
- sets the key performance indicators for health and safety and monitors these.

### 5.3. System Leaders (Principals, Heads, Managers and Supervisors)

Are responsible to:

- deliver the objectives and targets as operationalised by the Executive Leadership Team;
- implement consultation and risk management practices into the design of work and work areas, plans, and day to day programs, activities within their areas of responsibility;
- reinforce safe and healthy work practices;
- implement CSPD work health and safety policies, procedures and programs;

- ensure that all issues, incidents (including those that cause injury), near misses and hazards are reported, investigated, and control strategies implemented;
- escalate incidents to the People & Culture - Health and Safety team which are notifiable immediately upon becoming aware of them;
- provide training and instruction to workers to support working in a safe and healthy manner and ensure they are adequately supervised;
- act promptly to address any work health and safety concerns raised by workers or others.

#### **5.4. Employees, contractors, consultants, trainees, volunteers and work placement students ('Worker')**

Are responsible to:

- take reasonable care to ensure that their acts and omissions do not adversely affect the health and safety of themselves or others in the workplace;
- comply with any reasonable instruction with respect to health and safety;
- cooperate with any reasonably notified policies or procedures;
- report any issues, incidents, near misses and hazards immediately upon becoming aware of them;
- seek clarity from a Principal, Head, Manager or Supervisor if any aspect of a work task is unclear;
- participate in relevant health and safety induction, training and instruction.

#### **5.5. Work Health and Safety committee and Health and Safety Representatives (HSRs) or other nominated participant of consultation arrangements**

Are responsible to:

- actively participate and facilitate consultation, collaboration and communication on health and safety topics with their work group and escalate any issues to a Principal, Head, Manager or Supervisor;
- support CSPD in delivering health and safety initiatives, programs and information;
- undertake inspections and hazard identification activities and to improve health and safety.

#### **5.6. Health and Safety team (a team within the People & Culture team)**

Is responsible for:

- the development, review and maintenance of CSPD's Health and Safety Management System (policies and procedures) and associated programs and compliance activities;

- supporting CSPD and its System Leaders with the practical implementation of the Health and Safety Management System and associated programs and compliance activities;
- supporting the Board, Executive Leadership Team, and System Leaders with the development and implementation of objectives and provision of reporting measures;
- ensuring incidents and injuries are reported to regulators and insurers in accordance with relevant legislative requirements;
- providing professional support and advice to CSPD, its Board, Executive Leadership Team, System Leaders, and workers.

#### **5.7. Other persons - including students, families and visitors**

Are responsible to:

- take reasonable care to ensure that their acts and omissions do not adversely affect the health and safety of themselves or other people in the workplace;
- comply with any reasonable instruction of CSPD with respect to health and safety.

## **6. Legislative Framework**

The legislative framework that underpins this policy includes:

- *Work Health and Safety Act 2011* (NSW) as amended or replaced
- *Work Health and Safety Regulation 2017* (NSW) as amended or replaced.

As well as associated Codes of practice and applicable Australian, international and industry standards.

To support a culture of safety, CSPD will work toward meeting the requirements of ISO 45001:2018 Occupational Health and Safety Management Systems standard.

## **7. Information, Training and Instruction**

CSPD will provide adequate information, training and instruction to workers in relation to the expectations that they have in relation to their health and safety duties and obligations as outlined by legislation and this Policy.

## 8. Relevant Policies and Procedures

- CSPD Consultation Statement
  - Return to Work Program
  - Issue resolution process (found in the Consultation Statement)
  - Incident Management Policy and Procedure
  - Preventing Discrimination, Bullying and Harassment Policy
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## 9. Further Information

Further information on this policy can be directed to the People & Culture - Health and Safety team via ESD Self Service Portal.

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