



POLICY

Occupational Health and Safety

May 2023

1. Vision

The vision for Catholic Education Sandhurst Limited (CES Ltd) is to provide, in partnership with our families, stimulating, enriching, liberating and nurturing learning environments in each of the Catholic school communities within the Diocese. At the heart of this vision is our commitment to the ongoing duty of care that we have for the safety, wellbeing, and inclusion of all children and young people.

We believe:

- that the values of the Gospel are central to who we are, what we do, and how we act
- that we have a vital role in the mission of the Catholic Church to imagine and seek new horizons while respecting our Tradition
- that a strong sense of community is dependent on the quality of our collegial relationship
- that each person's potential is fostered through the dedicated ministry of Catholic Education
- In leadership encompassing vision, innovation and empowerment.

2. Purpose

CES Ltd is committed to the occupational health, safety and wellbeing of all people within our workplaces. We firmly believe that everyone within a CES Ltd premises has a right to be safe, feel safe, and be treated with fairness and compassion. CES Ltd takes seriously our responsibility and obligations in relation to occupational health and safety and as such have made available resources to comply with all relevant Acts and Regulations, to ensure the workplace is safe and without risk to health.

This Policy may be reviewed, varied, added to, or withdrawn by CES Ltd at any time, at our absolute discretion. This Policy, and any amendments to it, does not form part of an employment contract or agreement or an independent contractor agreement (as the case may be).

3. Commitment

CES Ltd's commitment to occupational health and safety is consistent with the stated vision and values. CES Ltd promotes a culture which endeavors to assess and control the risks of harm to our people, through, or at work.

All CES Ltd Workers, including Contractors & Sub-Contractors, as well as students and visitors, are responsible for taking reasonable care for their own health and safety, and have a shared responsibility for contributing to the health and safety of all persons in the workplace.

CES Ltd commits to:

- taking all reasonably practicable steps to preserve health and safety at all of our premises;
- implementing and maintaining an occupational health and safety standard of continuous improvement for our health and safety management system and risk management processes;
- compliance with all applicable OH&S laws, regulations, codes/standards and other relevant regulatory obligations;
- monitoring workplace conditions and identifying and responding to any hazards and risks as they arise;
- ensuring a high standard of consultation, communication and liaising with relevant groups, bodies & associations, as applicable;
- providing appropriate training, instruction and supervision to people regarding occupational health and safety related matters;
- making available appropriate first aid facilities, supplies, and personnel trained to administer first aid;
- allocating resources to meet the commitments of this Policy; and
- monitoring, reviewing, and where possible continually improving policies, management systems and practices, relating to health and safety.

4. Strategies

4.1 Risk Management

CES Ltd has established an occupational health and safety framework that encompasses a documented occupational health and safety and risk management system, including procedures for identifying, assessing and controlling workplace hazards.

CES Ltd commits to ensuring the occupational health & safety risk management methodology identifies all occupational health and safety risks, including identifying and managing psychological risks and hazards to support the mental

health and wellbeing of its Workers.

Please refer to the CES Ltd OHS Risk Management Procedure.

4.2 Hazard Identification and Mitigation

CES Ltd will ensure, as far as is reasonably practicable, that hazards are identified and assessed for areas and tasks for which they are responsible. Where reasonably practicable, these assessments will be conducted in a consultative manner with any relevant Health and Safety Representatives and/or Workers. CES Ltd is responsible for ensuring the implementation of controls identified in Hazard Assessments or Incident Investigations, aimed at eliminating or reducing the risk of injury or incident, as per the *CES Ltd Hazard Identification and Mitigation Procedure*.

4.3 Incident Management

All OHS incidents will be managed in accordance with the *CES Ltd Incident Response and Reporting Procedures*. The CES Ltd Return-to-Work Coordinator will follow up on any employee injuries, which will then be managed in accordance with the *CES Ltd Injury Management Procedure*.

4.4 Consultation

CES Ltd commits to promoting open communication and active consultation, as far as is reasonably practicable, with CES Ltd Workers in relation to occupational health and safety matters, including procedures for health and safety matters and other issues as per legislation.

5. Duties and Obligations

5.1 CES Ltd Officers

Officers within CES Ltd will exercise due diligence over occupational health and safety compliance. This requires taking reasonable steps to ensure CES Ltd, for which they have responsibility for, complies with its occupational health and safety duties and obligations.

For the purposes of this policy, due diligence includes taking reasonable steps to do each of the following:

- Acquire and keep up-to-date knowledge of occupational health and safety matters within the organisation.
- Gain an understanding of the nature of the operations of CES Ltd, and generally of the hazards and risks associated with those operations.
- Ensure that CES Ltd has available for use, appropriate resources and processes to eliminate or minimise risks to health and safety from the work it carries out.

- Ensure that CES Ltd has appropriate processes for receiving and considering information regarding occupational health and safety incidents, near misses, hazards and risks and responding in a timely way to that information.
- Ensure that CES Ltd has, and implements, processes for complying with its duty under applicable occupational health and safety legislation.

5.2 Principals and Leaders

Each School Principal, Leader and Catholic Education Office Leader is responsible, and will be accountable, for taking all practical measures to ensure that the workplace under their control is safe and without risks to health, and that the behaviour of all persons in the workplace is in line with the expected values and code of conduct for CES Limited.

5.3 Workers

Workers are defined as a person who carries out work in any capacity for any CES Ltd site or premises.

All CES Ltd workers are required to cooperate with CES Ltd to ensure their own health and safety, and the health and safety of others in the workplace.

All CES Ltd workers will carry out their work according to safe systems of work and will report any occupational health and safety concerns to their Leader as soon as reasonably practicable.

5.4 Contractors, Sub-Contractors and Visitors

All visitors, contractors and sub-contractors engaged to perform work on CES Ltd.'s premises are required to comply with CES Ltd.'s occupational health and safety management system and this Policy.

6. Roles and Responsibilities

All CES Ltd Employees are responsible for ensuring that they are familiar with and comply with this Policy. Failure to willingly comply with this Policy may result in further action as per *CES Ltd Managing Performance Concerns Policy*.

6.1 Leader Responsibilities

Those with leadership responsibilities must take all reasonable steps to ensure that this Policy and CES Ltd's occupational health and safety framework and management system is complied with.

6.2 Approval Authority

Catholic Education Sandhurst Limited Board of Directors.

6.3 Responsible Officer

The Chief People Officer of Catholic Education Sandhurst Limited.

7. Review Date

This Policy is scheduled for review every three years, or more frequently if appropriate.

8. Revisions Made to This Document

Date	Description of Revision(s)
October 2021	To be reviewed
May 2023	Reviewed and Amended
May 2026	Proposed Review Date for this Policy

9. Further Assistance

If you require any further assistance, or have any questions about this Policy, please contact the CES Ltd People and Culture Team.

The CES Ltd Employee Assistance Program is also available to employees and their immediate family members should they require additional support. For EAP details, please contact the CES Ltd People and Culture team via email at peopleandculture@ceosand.catholic.edu.au