



OCCUPATIONAL HEALTH SAFETY & WELFARE and INJURY MANAGEMENT POLICY (No. 1)

Version: 6

SIGC Approved: 7 February 2011

Review Date: February 2012

POLICY STATEMENT

The Catholic Church Endowment Society Inc. (CCES) and the separately incorporated entities are committed to the corporate management of Occupational Health, Safety and Welfare (OHS&W) and Injury Management (IM) of the Catholic Church Self Insured Licence (The Licence) by developing and implementing a planned and systematic approach to the management of safety.

The Catholic Church aims to minimise the risk of injury and disease to all our employees and all other persons in our worksites by ensuring that the OHS&W and IM system is implemented, monitored, reviewed and continually improved.

OBJECTIVES

The objectives of this policy are to ensure:

- a safe work environment is provided where hazards are identified, assessed and controls actioned to eliminate and/or minimise any risks to health and safety.
- controls implemented to manage hazards are monitored and reviewed.
- genuine consultation and communication with employees occurs; enabling opportunity and providing encouragement to contribute to the decision making process related to OHS&W and IM matters.
- all employees receive appropriate information, instruction, training & supervision to safely carry out their work.
- effective management of workplace injuries and diseases is in accordance with the Workers Rehabilitation and Compensation Act 1986.
- a fair and equitable management of all Workers Compensation claims
- compliance with the OHS&W Act 1986 and Workers Rehabilitation and Compensation Act 1986 .
- compliance with industry related legislation; Acts, Regulations, Approved Codes of Practices, and Australian Standards called up in legislations. For example, Building Code of Australia, Child Protection Act 1993

STRATEGIES

The Catholic Church will achieve the objectives of this policy by developing an OHS&W and Injury Management Plan.

This will provide a framework to describe strategies and initiatives that will be implemented to improve the management of safety and objectives and targets that will measure performance across all worksites within the Self Insured Licence.

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Responsible Officer – Self Insured Licence

Date: 2/3/2011

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Director of Sector/Sector Representative-SIGC

Date:

.....
Site Responsible Person

Date:/...../.....

DEFINITIONS

CCES	Catholic Church Endowment Society Inc.
CCI	Catholic Church Insurances Ltd.
CESA	Catholic Education South Australia
CSHW SA	Catholic Safety Health & Welfare SA
HSR	Health and safety representative
Health & Safety Committee	Forum for management and workers to meet regularly
IM	Injury Management - Rehabilitation services and Claims Management
OHS&W	Occupational Health Safety & Welfare
Self Insured Employer	An employer that is registered by WorkCover SA as a self-insured employer pursuant to Division 1 of Part 5 of the <i>Workers Rehabilitation and Compensation Act 1986</i>
SIGC	Self Insured Governing Council (<i>previously known as the Exempt Licence Governing Council</i>)
The Licence	The self- insured employer Licence held by the Catholic Church Endowment Society Inc on behalf of itself and the separately incorporated entities within the Licence (<i>previously known as the Exempt Licence</i>)

RESPONSIBILITIES

Responsible Officer

The appointed Responsible Officer has the overall responsibility to provide a healthy and safe workplace for employees and has a responsibility to ensure:

- Health & safety policies and procedures are developed, and mechanisms are provided to implement and review such documents and processes.
- Mechanisms are provided to enable employees and their representatives to be consulted regarding development and changes to work practices, workplaces and policies and procedures that may affect the health, safety & welfare of employees.
- Managers are provided with the necessary knowledge and skills to effectively carry out their health and safety responsibilities.
- Worksites are provided with support and advice on Injury Prevention.
- A governing council is appointed to manage the Licence
- The development of an OHS&W and IM Plan with objectives, targets and performance indicators that are monitored and reviewed by the SIGC.
- OHS&W and IM performance is monitored and reviewed

Self Insured Governing Council (SIGC)

A Council appointed by the Responsible Officer will:

- Oversee & direct the Catholic Church OHS&W and IM System

- Ensure that the current OHS&W and IM Plan is implemented
- Monitor and review OHS&W performance
- Monitor and review injury management services
- Provide a regular report of safety management to the Archbishop of Adelaide and the Bishop of Port Pirie
- Comply with SIGC Terms of Reference

Catholic Church Endowment Society (CCES)

CCES is empowered to coordinate and act on behalf of the worksites within the Licence to:

- Maintain and review the Self Insured Licence OHS&W and IM System
- Ensure internal and external resources are utilised where required
- Work in partnership with WorkCover SA
- Comply with the Deed of Indemnity between CCES and CCI as dated 2 March 1989

Catholic Safety Health & Welfare South Australia (CSHW SA)

CCES Injury Prevention operating as Catholic Safety Health & Welfare South Australia is empowered for and on behalf of the Licence for ensuring:

- Establish consultation forums for the industry sectors within the Licence.
- Develop and implement policies to maintain OHS&W in accordance with legislation and best practice.
- Coordinate and administer the industry sector forums
- Assist industry sectors to co-ordinate a training program to meet the training needs of work groups.
- Provide a service of assistance and support.
- Retain and maintain all documentation for and on behalf of the licence.

Catholic Church Insurances (CCI)

CCI is empowered for and on behalf of the Licence for ensuring that it:

- Provides a total Injury Management and Workers Compensation service.
- Administers, defends and where possible resolves all claims made against members of the Self Insured Licence.
- Develop and implement policies to maintain Injury Management in accordance with legislation and best practice
- Acts on the reasonable instructions and/or directions issued by the members of the SIGC.
- Indemnifies worksites for their liability to pay compensation to employees in accordance with legislation.
- Collects contributions from worksites within the Licence.
- Provides rehabilitation and return to work programs to support injured workers and worksites in full consultation, with the rehabilitation return to work co-ordinator and the site delegate.
- Monitors rehabilitation and return to work plan to ensure effectiveness.

- Integrates services into the Licence activities
- Provides advice and assistance to worksites.
- Prepares and presents reports to the SIGC.
- Engages appropriate skilled and experienced legal advisors to assist in the management of claims.
- Recovers payments from Third Parties when appropriate.
- Provides data to WorkCover Corporation on behalf of the Licence.

Separately Incorporated Entities

The Separately Incorporated entities of the Licence are the Agencies and Instrumentalities of the Church who are bodies corporate listed in the Indenture between The Workers Rehabilitation and Compensation Corporation (*now known as WorkCover SA*) and The Catholic Church Endowment Society Incorporated dated 8th April 1988.

The Separately Incorporated entities will:

- Appoint and train a Responsible Officer for their body corporate in South Australia
- In any internal specific body corporate systems comply with South Australian Legislation and Self Insurance requirements
- Conform with the requirements of the Catholic Church OHS&W and IM System

Sector Forums

Industry sectors (Education, Health, Social Services and Parish) will have a representative forum established.

The sector forum will:

- Be an avenue for consultation across the industry sector that it represents
- Develop and review procedures to implement the Licence policies
- Identify industry specific hazards and issues
- Develop strategies, including training, to manage industry specific issues
- Monitor and review the industry sector OHS&W and Injury Management performance

Managers (Parish Priests, Principals, Chief Executive Officers,...)

Managers have a responsibility in their area of control to ensure:

- Compliance with their role as detailed in relevant OHS&W and IM policies and procedures
- Effective implementation of the Catholic Church OHS&W and IM policies and procedures.
- Compliance with the South Australian OHS&W and Worker's Compensation legislation.
- Regular review of OHS&W policies and procedures are conducted.
- Risks to health and safety are identified assessed and effectively controlled.
- Effectiveness of risk control measures is monitored and reviewed.

- All employees are provided with instruction, training and supervision required to understand their responsibilities and carry out their role in a safe manner.
- Effective consultation occurs between management and employees in particular where there is or proposed to be a change to the workplace, work practices, and policies and procedures that may affect the health and safety of employees.
- Provision of support and assistance to enable HSR's to fulfil their role, inclusive of open communication with elected HSR's related to safety, health or welfare issues in the workplace
- Provision of appropriate resources for the management of OHS&W at the worksite

Supervisors

Supervisors or persons with supervisory responsibilities have a responsibility to ensure:

- Compliance with their role as detailed in relevant OHS&W and IM policies and procedures
- The Licence policies and procedures are implemented in their areas of control
- Risk control measures are implemented, monitored, reviewed and maintained in their area of control
- That employees under their supervision are provided with the information, instruction and training to work safely and effectively

Employees

All employees have a responsibility for their own health and safety and to avoid adversely affecting the health and safety of any other person.

Employees have a responsibility to:

- Report hazards and incidents in the workplace to their manager/supervisor.
- Assist in the identification of hazards, assessment of risks and the implementation of risk control measures.
- Carry out roles and responsibilities as detailed in the OHS&W and Injury Management policies & procedures.
- Follow any reasonable instruction and training provided in relation to health and safety at work.
- Use equipment provided for health and safety purposes.
- Provide feedback on any matter which may affect their health and safety in the workplace.
- Ensure they are not affected by alcohol or any drugs that would endanger their own or any other person's health and safety.

FUNCTIONS and RIGHTS

Health & Safety Committees

Where a worksite has established a health and safety committee the functions of that forum are to:

- Facilitate co-operation between an employer and the employees in initiating, developing, carrying out and monitoring measures designed to ensure health, safety and welfare of employees
- Assist in resolving health, safety and welfare issues at the worksite
- Assist in the formulation, review and dissemination (in appropriate languages and format) of health, safety and welfare, policies, procedures and practices

- Consult with the employer on any proposed changes to the work, the workplace and policies, procedures and practices
- Review developments in the field of rehabilitation of injured workers and those who have a disability
- Assist in the return to work of employees who have suffered a work related injury and those who have a disability

If a Health and Safety Committee is not established in a worksite then the site must use general staff meetings to carry out the above functions of a health and safety committee.

Health and safety representatives (HSR's)

CCES worksites acknowledge the legal rights and functions of elected HSR's and support them to carry out their role of representing a work group effectively

Where a worksite has an elected HSR they will ensure that the HSR is entitled to:

- Inspect the workplace at any time
- Discuss any matter affecting the health, safety & welfare at the worksite
- Accompany an Inspector from SafeWork SA during an inspection of the worksite
- Investigate complaints on health, safety and welfare made by employees of the work group
- Have access to information regarding risks to health and safety that may arise at the worksite
- Have access to information about the health and safety of employees with the employee's consent
- Raise any issue affecting the health, safety or welfare of members of the work group with the employer
- Be present at any interview about health and safety at the request of an employee in the work group
- Be consulted about proposed changes to the work, the workplace, plant or substances used
- Be consulted about policies and procedures in the workplace
- Issue a Default Notice to require that action is taken to resolve a health and safety problem
- Direct work to cease if there is a direct threat to the health & safety of an employee
- Be provided with facilities and assistance to enable the HSR to perform his or her functions under the Act

HSR's do not have any legal liability for their actions or lack of action on any matter in their role as HSR. However misuse of their powers may lead to prosecution

MONITOR

The effectiveness of this policy will be monitored by:

- Review of overall OHS&W and IM performance through the Self Insured Governing Council
- Monitoring and reviewing the effectiveness of the Catholic Church Safety Manual policies and procedures

TRAINING

All employees will be briefed/trained in the requirements of the OHS&W Policy during induction. When this policy is amended existing employees will be informed.

REVIEW

This document shall be reviewed annually in consultation with the sector forums and the Self Insured Governing Council. Changes in legislation may require earlier review and subsequent amendment or re-issue.