

St Michael's Parish Traralgon Occupational Health & Safety Policy

Introduction

The *Occupational Health and Safety Act 2004* (OH&S Act) was enacted prescribe a number of measures designed to minimise industrial accidents and work-related illnesses. Among other things it imposes a general duty on an employer to provide and maintain, so far as reasonably practicable, a working environment that is safe and without risk to health.

It also imposes an obligation on the occupier of the workplace to take such measures as are reasonably practicable to ensure that the workplace, and the means of access to and egress from it are safe and without risk to health.

Purpose

This policy acknowledges the obligations of both the employer and the employee in ensuring that the health and safety of all employees, volunteers, contractors, parishioners and visitors to St Michael's Parish are responsibly and systematically accommodated.

To inform employees, volunteers, contractors and other parties that OH&S is an integral part of all operations at St Michael's Parish.

Responsibility for OH&S matters rests with the Parish Priest.

Principles

St Michael's Parish Traralgon is committed to:

- Providing employees, visitors, contractors, all parishioners and other parties with a safe and healthy workplace / place of worship;
- Ensuring that we meet our OH&S obligations;
- Providing OH&S information, training and supervision to employees and other relevant parties;
- Consulting with employees, Health and Safety Representatives, managers and other stakeholders on OH&S issues; and
- Resolving any OH&S issues by following OH&S Issue Resolution procedures.

Procedures

St Michael's Parish Traralgon is responsible for:

- providing adequate resources for implementing this policy which includes assigning responsibilities for OH&S duties;
- providing and maintaining safe plant and systems of work;
- making and monitoring arrangements for the safe use, handling, storing and transporting of plant and substances;
- maintaining, so far as is reasonably practicable, an environment that is safe and without risks to physical and mental health;
- providing adequate facilities for the welfare of all employees;
- providing information, training and supervisions for employees and contractors enabling them to work in a safe and healthy manner.

St Michael's Parish Traralgon's employees, contractors and sub-contractors will be responsible for:

- fulfilling their duties under OH&S legislation and acting in a safe manner;
- taking reasonable care of their own health and safety and that of others affected by their actions;
- complying with safety procedures and directions; and
- acting in accordance with agreed procedures for accident and incident reporting and reporting potential hazards to the Parish Priest or his representative.

Expected Outcome

St Michael's Parish Traralgon is committed to continual improvement of its OH&S performance.

All employees, volunteer, contractors, parishioners and visitors to the Diocese of Sale Parishes will:

- operate in healthy and safe workplace environments; and
- fulfil their duties under OH&S legislation and act in a safe manner.

Procedures in place at St Michael's Parish Traralgon

To achieve a healthy working environment the following areas have been identified and acknowledged. OH&S regulations applied to ensure that the workplace remains safe.

These OH&S Regulations 2017 include:

- Hazardous Manual Handling Regulation 5
- Hazard Identification Regulation 26
- Review of Risk Control Measures Regulation 28
- Noise Regulation 38
- Plant Regulation 79
- Records and Information Regulation 83, 83(2), 84(3), 87(2), 86, 89
- Specific Risk Control Measures Regulations 102(1)
- Record of Inspection and Maintenance Regulations 106
- Asbestos Regulations 225, 240, 301, 265 Class B, 264 Class A, Schedule 12 & 13
- Bullying
- Return to Work and Rehabilitation
- Emergency Management Plan
- Critical Incident Procedure
- Induction of new staff procedure;
- Contractor induction/management procedure;
- Risk Management;
- First Aid;
- Facilities design, upgrade and maintenance procedures;
- Issue Resolution Procedures (developed in accordance with the Occupational Health & Safety Regulations 2004
- Trips Slips and Falls

References

Occupation Health & Safety Act 2004 (Vic)

Occupation Health & Safety Act 2017 (Vic)

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Last reviewed 3rd March 2021
Approved by Parish Pastoral Council on 3rd March 2021
Next review First PPC Meeting in 2022