

# ST. MICHAEL'S PARISH TRARALGON OCCUPATIONAL HEALTH AND SAFETY POLICY

## INTRODUCTION

The *Occupational Health and Safety Act 2004* (OHS Act) was enacted to 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, visitors, contractors and other parties that OHS is an integral part of all operations at St. Michael's Parish.

Responsibility for OHS matters rests with the Parish Priest.

## PRINCIPLES

St. Michael's Parish Traralgon is committed to;

- providing employees, visitors, contractors, all parishioners, visitors and other parties with a safe and healthy workplace/place of worship;
- ensuring that we meet our OHS obligations;
- providing OHS information, training and supervision to employees and other relevant parties;
- consulting with employees, Health and Safety Representative, managers and other stakeholders on OHS issues; and
- resolving any OHS issues by following OHS Issue Resolution procedures

## PROCEDURES

***St. Michael's Parish Traralgon is responsible for:***

- providing adequate resources for implementing this policy which includes assigning responsibilities for OHS duties;
- providing and maintaining safe plant and systems of work;

- making and monitoring arrangements for the safe use, handling, storing and transport 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; and
- providing information, training and supervision for employees and contractors enabling them to work in a safe and healthy manner.

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

- fulfilling their duties under OHS 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 their representative.

### **EXPECTED OUTCOME**

St. Michael's Parish Traralgon is committed to continual improvement of its OHS performance.

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

- operate in healthy and safe workplace environments; and
- fulfill their duties under OHS legislation and act in a safe manner.

### **PROCEDURES IN PLACE AT ST. MICHAEL'S PARISH:**

To achieve a healthy working environment the following areas have been identified and acknowledged. OHS regulations applied to ensure that the workplace remains safe. These OHS 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 Regulation 102(1)
- Record of Inspection and maintenance Regulation 106
- Globally Harmonized System of Classification and Labelling of Chemicals (GHS) terminology Regulation 143, 150 & 5.
- Asbestos Regulation 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 and Safety Regulations 2004
- Purchasing Checklist.
- Trips Slips and Falls
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## 6 REFERENCES

- Occupational Health and Safety Act 2004 (Vic).
- Occupational Health and Safety Regulations 2007 (Vic)