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| **Category** | **Human Resources** |
|  | Work, Health and Safety Policy |
| **Body adopting policy:** | Diocesan Council | **Date of adoption or last review:** | June 2014 |
| **Related Documents:** | WHS publications at [SafeworkSA](http://www.safework.sa.gov.au/show_page.jsp?id=2263)  | **Review schedule:** | Jun 2016 |

# Purpose

The Anglican Diocese of Adelaide Diocesan Office treats the work health, safety and welfare of its workers with equal importance to all other operational considerations.

It is the aim of the Anglican Diocese of Adelaide Diocesan Office to provide a working environment that minimises the risk to work health and safety as far as is reasonably practicable. This will be achieved by adopting a planned and systematic approach to the management of occupational health, safety and welfare and providing the resources for its successful implementation and continuous improvement.

Diocesan Council of the Anglican Diocese of Adelaide is responsible for providing and maintaining a safe and healthy workplace for all Anglican Diocese of Adelaide Diocesan Office workers. This will be achieved by complying with Work Health and Safety Act (SA) 2012 and supporting Regulations and associated Codes of Practice, and by consultation and communication of relevant information with workers.

# Objectives

The objectives of this policy are to ensure:

* 1. All hazards and risks to health and safety are identified, assessed and where they cannot be eliminated are effectively controlled,
	2. Measures to control hazards and risks to health and safety are regularly monitored and evaluated,
	3. Workers are consulted and encouraged to contribute to the decision-making process on work health and safety matters affecting their health and safety at work,
	4. All officers and workers receive the appropriate information, instruction, training and supervision needed to work in a safe and healthy workplace.

# Scope

This policy and associated procedures apply to all workers, as defined, of the Anglican Diocese of Adelaide Diocesan Office and Anglican Diocese of Adelaide Diocesan Office Facilities.

# Definitions

* 1. **Anglican Diocese of Adelaide Diocesan Office** refers to the office complex, also known as Cathedral Lodge, located at 18 King William Rd, North Adelaide,
	2. **Anglican Diocese of Adelaide Diocesan Office Facilities** refers to
* St Barnabas Theological College, located at 1 Susan Street, Hindmarsh,
* Professional Standards office, located at Stepney,
* Archives Office, located on 1st floor, 27 King William St, North Adelaide,
* North Road Cemetery, located at Main North Rd, Nailsworth,
* Bishops Court, located at 41-50 Palmer Place, North Adelaide
	1. **Due Diligence** means taking reasonable steps
* to acquire and keep knowledge current of work health and safety matters,
* to understand the nature of the business and associated hazards and risks,
* to ensure there are adequate resources and processes to manage those risks,
* to ensure there is effective communication of health and safety matters.
	1. **Hazard** is anything that has the potential to cause harm
	2. **Risk** is the probability of harm occurring
	3. **Incident** is any unplanned event that occurs which may result in undesirable consequences
	4. **Person/s Conducting a Business or Undertaking** **(PCBU)** refers to the Anglican Diocese of Adelaide Diocesan Office, or Anglican Diocese of Adelaide Facilities, as applicable.
	5. **Officer** for the purposes of the WHS Act refers to a person who makes, or participates in making, decisions affecting the whole, or a substantial part, of the PCBU. In the Anglican Diocese of Adelaide Diocesan Office and Anglican Diocese of Adelaide Diocesan Office Facilities, an Officer includes all members of Diocesan Council.
	6. **Reasonable care** means the standard of care that workers, including volunteers must meet. It means what a reasonable person would do in the circumstances having regard to:
* The person’s knowledge,
* The person’s role,
* The person’s skills and resources available to them,
* The person’s qualifications,
* The information the person has, and
* The consequences to health and safety of a failure for them to act in the circumstances.
	1. **Reasonably Practicable** means what could have been done or can be done to ensure compliance with work health and safety, after considering
* the likelihood of the hazard or risk occurring and the degree of harm that might result,
* the extent an affected person should have known about the hazard or risk,
* the ability of an affected person to eliminate or minimise the risk given the availability of processes and methods to manage the risk,
* the relative cost of managing the risk.
	1. **Regulator** refers to SafeWork SA.
	2. **Related entities** refers to those entities within the Anglican Diocese of Adelaide and Anglican Diocese of Adelaide Diocesan Office, including any congregational groups, that operate within the Ordinances of the Anglican Diocese of Adelaide.
	3. **Unfit state** refers to a worker being affected by drugs, alcohol, or tiredness such that it limits the ability of the worker and fellow workers to work safely in the workplace.
	4. **Worker** refers to employees, contractors, apprentices, trainees, subcontractors, employees of contractors or subcontractors, work experience students, and volunteers working for the Anglican Diocese of Adelaide Church Office or Anglican Diocese of Adelaide Diocesan Office Facilities.
	5. **Workplace** refers to a place where work is carried out for the Anglican Diocese of Adelaide Diocesan Office and Anglican Diocese of Adelaide Diocesan Office Facilities, and includes any place where a worker goes or is likely to be while at work.
	6. **WHS Act** refers to the *Work Health and Safety Act 2012* and Regulations and amendments.

# Policy Principles

##  Effective WHS management system

The Anglican Diocese of Adelaide Diocesan Office and Anglican Diocese of Adelaide Diocesan Office Facilities will have a WHS management system in place that ensures:

* 1. Both specific WHS legislative requirements and common law responsibilities for implementing and managing WHS are recognised and accepted by Diocesan Council, and that they are trained as ‘officers’ to fulfil their responsibilities,
	2. WHS is linked to Diocesan strategic goals and objectives,
	3. A process of continuous improvement in WHS, fostered by regular interaction and learning of WHS issues between the Diocesan Office, Anglican Diocese of Adelaide Diocesan Office Facilities and related entities,
	4. Consultation and co-operation between management and other workers on WHS issues,
	5. Managers are accountable for the WHS within their workplace by integrating WHS into business plans and programs,
	6. A safe workplace is maintained by implementing safe systems of work, and controlling risks to work health and safety,
	7. Regular audits are undertaken to ensure compliance with legislation and policy/procedures, and as part of managing potential hazards to work health and safety.

##  Preventive Risk Management Approach

The Anglican Diocese of Adelaide Diocesan Office and Anglican Diocese of Adelaide Diocesan Office Facilities will take a preventive risk management approach to WHS by:

1. Establishing and maintaining a risk management process in relation to workplace equipment, materials and substances, and tasks undertaken at the workplace,
2. Providing adequate training and instruction to all workers as necessary, and to equip them with the knowledge and skills necessary to meet their WHS responsibilities.

##  Proactive Injury and Illness Management Approach

The Anglican Diocese of Adelaide Diocesan Office and Anglican Diocese of Adelaide Diocesan Office Facilities will proactively manage work related injuries and illnesses by:

1. Systematically reporting, recording and investigating all hazards and incidents,
2. Encouraging the earliest possible safe return to work of injured workers, using accredited advisors, and positive return to work strategies with the affected worker,
3. Investigating the cause of workplace injury or illness, and taking steps to prevent or reduce the risk of any recurrence of that injury or illness.

# Implementation

The Anglican Diocese of Adelaide Diocesan Office and Anglican Diocese of Adelaide Diocesan Office Facilities will achieve their workplace health, safety and welfare objectives by:

* 1. Providing adequate resources to cost effectively eliminate or minimise the risks or hazards,
	2. Providing relevant and practical policy and procedures that document standards and guide work health and safety officers and workers in carrying out their responsibilities,
	3. Undertaking regular risk assessments and developing strategies to manage unacceptable risks, in consultation with workers,
	4. Allocating accountabilities and responsibilities for work health and safety in plans, position descriptions and procedures,
	5. Providing instruction, education and guidance when undertaking work activities that present work health and safety hazards and risks,
	6. Reviewing the management of work health and safety to identify gaps for improvement, and
	7. Supporting a culture that values health and safety of all.

# Responsibilities

## 7.1 Anglican Diocese of Adelaide Diocesan Office)

1. The Anglican Diocese of Adelaide Diocesan Office must ensure, so far as is reasonably practicable, the health and safety of
	1. workers they engage, and
	2. workers whose activities in carrying out work are influenced or directed by the PCBU,

while the workers are at a workplace of the Anglican Diocese of Adelaide Diocesan Office.

1. The Anglican Diocese of Adelaide Diocesan Office is responsible for
2. consulting with Diocesan Office workers and with related entities on WHS matters,
3. adopting Diocesan Council approved WHS policies and procedures, and
4. communicating to related entities updated WHS Policies and Procedures and collective WHS issues raised affecting those entities, and
5. coordinating any common WHS training and development of common WHS procedures.

## 7.2 Anglican Diocese of Adelaide Diocesan Office Facilities

1. Each Anglican Diocese of Adelaide Diocesan Office Facility must ensure, so far as is reasonably practicable, the health and safety of
2. workers they engage, and
3. workers whose activities in carrying out work are influenced or directed by that Anglican Diocese of Adelaide Diocesan Office Facility,

while the workers are at a workplace of the Anglican Diocese of Adelaide Diocesan Office Facility.

1. Each Anglican Diocese of Adelaide Diocesan Office Facility is responsible for
2. consulting with Anglican Diocese of Adelaide Diocesan Office Facility workers on WHS matters,
3. adopting Diocesan Council approved WHS policies and procedures, and/or their own specific procedures and
4. communicating to Anglican Diocese of Adelaide Diocesan Office of collective WHS issues raised, and
5. conducting any necessary WHS training.

## 7.3 Officers

Members of the Diocesan Council are treated as “officers” for the purposes of Work Health and Safety Act 2012, and are responsible for

1. Exercising due diligence to ensure the Anglican Diocese of Adelaide Diocesan Office and Anglican Diocese of Adelaide Diocesan Office Facilities comply with a duty or obligation under the Work Health and Safety Act 2012, and
2. Communicating to workers the approved Work Health and Safety policy and procedures.

Officers are responsible for reviewing this policy every 2 years.

## 7.4 Managers

Managers, while at work, are responsible for

1. Taking reasonable care for their own health and safety,
2. Taking reasonable care that any actions or omissions do not adversely affect the health and safety of others,
3. Managing the work health and safety of the workplace under their control by:
	1. Ensuring that WHS policies, procedures and work instructions are implemented, communicated to and followed by all workers and visitors,
	2. Ensuring that hazard and incident reports are actioned and that workers and volunteers are consulted and kept informed of actions,
	3. Ensuring that risk control measures are implemented and maintained,
	4. Ensuring that workers and volunteers receive appropriate supervision, information and training,
	5. Actively consulting with workers on work health and safety matters to ensure the best possible resolution for work health and safety issues at the workplace,
	6. Ensuring that site WHS Action Plans are developed to implement safety policies and procedures, and
	7. Ensuring that workers do not work if in an unfit state that may put workers at risk while at work.

## 7.5 Workers

Employees, volunteers, contractors and other workers, while at work, are responsible for

1. Taking reasonable care for their own health and safety,
2. Taking reasonable care that any actions or omissions do not adversely affect the health and safety of others,
3. Complying, so far as the worker is reasonably able, with any reasonable instruction issued by the PCBU that complies with the relevant Work Health and Safety Act,
4. Cooperating with any reasonable policy or procedure of the PCBU relating to the health or safety at the workplace that has been notified to workers,
5. Reporting hazards and incidents promptly according to established procedures,
6. Not being in an unfit state that may put themselves or others at risk while at work,
7. Participating in a planned return to work program following workplace related WHS incidents.

# Policy review

The health and safety policy will be reviewed every 2 years as part of a program of continuous improvement. The review will involve assessing the effectiveness of the policy and program by reviewing overall health and safety performance and monitoring the effectiveness of policies and procedures.

# Policy dissemination

Each worker will be provided with a copy of the health and safety policy as part of their induction. Workers will have access to all work health and safety policies and procedures.

# Further Information

Anglican Diocese of Adelaide Registrar 8305 9356

Anglican Diocese of Adelaide website link [WHS](http://www.adelaide.anglican.com.au/leadership/clergy-parish-resources/work-health-and-safety/)

# Relevant Legislation

Work Health and Safety Act (SA) 2012

Work Health and Safety Regulations (SA) 2012

Codes of Practice