



Working Safely Policy

1 Context

- 1.1 Cabra Dominican College is committed to achieving a healthy and safe work environment and ensuring the safety of its Employees and students, and recognises that the promotion and maintenance of a safe working environment is a responsibility shared by all.
- 1.2 This Policy is informed by the Catholic Church Endowment Society (CCES) and Catholic Safety, Health & Welfare South Australia (CSHW SA) as the unit responsible for the implementation and maintenance of the Safety System for the Catholic Church in South Australia.

2 Policy Statement

- 2.1 Cabra Dominican College is committed to:
- (a) ensuring the safety and wellbeing of Employees and students;
 - (b) providing a safe and healthy place of work and the prevention of injuries and illness for all students, Employees, parents/caregivers, families, visitors, contractors, and clients, who may be affected by the College's operations;
 - (c) meeting all legislative and insurance requirements in relation to work health and safety; and
 - (d) achieving enviable performance in the management of work health, safety and injury management.

3 Definitions

Employee means a 'worker' under the *Work Health and Safety Act 2012 (SA)*.

Safety System means the suite of procedures and related documentation developed by CSHW SA in consultation with workers which are reviewed three-yearly or as based on legislative and/or industry changes.

WHSR Coordinator means the Work Health Safety and Risk Coordinator or such other person as the Principal may appoint to carry out the duties of this role.

4 Scope

This policy applies to all Employees of Cabra Dominican College and to any individual who, through the course of their interaction with Cabra Dominican College, would fall under the operation of the *Work Health and Safety Act 2012 (SA)*.

5 Principles

- 5.1 All Employees are responsible for their own health and safety and have a duty to work safely and in accordance with this Policy and all of Cabra's health and safety requirements.

- 5.2 Employees of Cabra Dominican College are required to act responsibly towards their own health and safety and that of others in the workplace. In particular, Employees are required to:
- (a) use any clothing and equipment provided for the purposes of health and safety correctly and in accordance with applicable procedures;
 - (b) obey reasonable instructions, issued to protect the Employee's own health and safety and that of others;
 - (c) report any hazards, near misses, incidents, accidents, injury or ill health which arise in the course of the Employee's work;
 - (d) not carry out any task or procedure until that Employee have received appropriate training and instruction and reviewed safe operating procedures (as applicable);
 - (e) keep their workplace in a tidy and safe condition;
 - (f) ensure that they do not endanger their own or another's safety through the consumption of alcohol or any other drug;
 - (g) not interfere with, remove or displace any safety devices, guards or protective equipment unless it is part of an approved maintenance or repair procedure; and
 - (h) actively participate in consultation, training and consideration of all health and safety and injury management issues that are pertinent to the workplace.
- 5.3 Cabra Dominican College creates a safe work environment by:
- (a) complying with obligations imposed on a Person Conducting a Business or Undertaking under the *Work Health and Safety Act 2012* (SA);
 - (b) providing access to [CCES Safety System](http://www.cshwsa.org.au/procedures/) for all Employees via SEQTA and at <http://www.cshwsa.org.au/procedures/>;
 - (c) adopting a consultative process on matters relating to working safely;
 - (d) providing ongoing professional learning, training and advice;
 - (e) engaging with ongoing review of risk management policies and procedures;
 - (f) adopting a formal risk management process to identify and evaluate workplace health and safety risks and working to eliminate or otherwise control and monitor them in accordance with the hierarchy of control method and legal requirements;
 - (g) employing a dedicated WHSR Coordinator;
 - (h) providing the WHSR Coordinator opportunities to consult with Employees and make relevant health and safety information available to all Employees;
 - (i) ensuring that harassment contact officers are trained and available to all staff.
- 5.4 The items listed in Clause 5.3 above are not intended to be exhaustive.
- 5.5 In addition to the items set out in Clause 5.3 above, Cabra will ensure a Workplace Health and Safety Committee:
- (a) remains established, comprising representatives from the College Executive, teaching staff, ESO staff, maintenance staff and the WHSR Coordinator;

- (b) meets regularly to review workplace safety practices, procedures and incidents; and
- (c) establishes measurable health and safety, and injury management objectives and targets to ensure continuous improvement aimed at the elimination of work-related illness and injury.

5.6 Employees who are new to Cabra will be provided with an induction with the WHSR Coordinator. Amongst other things, this induction should ensure that new Employees:

- (a) are familiar with the CSHW SA Website;
- (b) hazard and incident reporting; and
- (c) are aware of Cabra’s expectations relating to their own safety, health and wellbeing whilst at work.

5.7 The Principal, Business Manager and Deputy Principals are Officers of Person Conducting a Business or Undertaking under the *Work Health and Safety Act 2012* (SA). Accordingly, if, after assessing risks, or in the opinion of a member of the Executive Leadership Team, an Employee:

- (a) is not complying, or cannot comply, with this Policy; or
- (b) their conduct presents an unacceptable risk,

a member of the College Executive Leadership Team may issue an Employee with reasonable instructions to cease an activity unless and until the risk can be mitigated.

5.8 Employees will obey any reasonable instructions, including those given under Clause 5.2 above, to ensure their health, safety, and welfare, and that of others.

6 Related Documents and References

- Cabra Dominican College Staff Handbook
- [Catholic Church Endowment Society \(CCES\) Safety System](#)
- [SACCS Code of Conduct for Staff employed in Catholic Education SA \(2020\)](#)
- SACCS Duty of Care Policy

7 Revision Record

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