



Catholic Diocese of Bunbury Work Health & Safety Management Plan

July 2022

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PART A: WORK HEALTH AND SAFETY ARRANGEMENTS

1. Purpose

The purpose of this plan is to establish and maintain an effective health and safety management system. The Catholic Diocese of Bunbury is committed to implementing a structured approach to workplace health and safety to achieve a consistently high standard of safety performance.

This Plan will assist the Diocese and its Parishes in meeting obligations in accordance with work health and safety legislation.

This Plan applies to all officers and workers and to other persons at risk from work carried out in the Diocese and Parish workplaces.

For the purpose of this Plan, 'Diocese' includes all Diocesan and Parish Properties where workers carry out their duties. (E.g. Parish Centre, Presbytery Office)

2. Implementation of Work Health and Safety (WHS) Policy

The Diocese is committed to ensuring, so far as is reasonably practicable, the health and safety of its workers (employees, contactors, volunteers) and that the health and safety of other persons (e.g. visitors) is not put at risk from our operations. This will be achieved by:

- Identifying, assessing and controlling hazards and risks in the workplace
- Providing safe systems of work and work equipment
- Providing the necessary training and instruction for workers to perform safely
- Reporting, recording and investigating accidents and incidents
- Consulting with workers where appropriate when devising and amending relevant policies and procedures
- Communicating policies and other WHS information to workers, and
- Reviewing health and safety practices to ensure continued relevance and effectiveness.

3. Definitions

Terminology	Definition
Person Conducting a Business or undertaking (PCBU)	Under the WHS Act a PCBU is a term described an individual or organisation operating some kind of business or undertaking. A PCBU has the primary duty of care to ensure, so far as is reasonably practicable the: ➤ health and safety of its workers while they are at work ➤ health and safety of other persons is not put at risk from the operations of the PCBU. <i>Examples of a PCBU includes a diocese, a parish, or a school.</i>
Officer	Under the WHS Act an Officer is defined as a person who makes decisions affecting the whole or substantial parts of a PCBU. Officers must ensure workplace hazards and risks are identified and managed within the organisation. Under the WHS Act this is called

	due diligence. An officer can be held personally liable for a failure to comply with his or here due diligence obligations. An officer must take reasonable steps to address six elements. ➤ Acquire and maintain up-to-date knowledge of WHS matters ➤ Understand the nature of the operations of the PCBU, including hazards and risks ➤ Ensure appropriate resources and processes are in place for reporting WHS issues and responding in a timely manner ➤ Ensure the PCBU implements processes for complying with WHS law ➤ Verify the provision and use of resources and processes for the management of risks. <i>Examples of an Officer in a church environment may include a bishop, a parish priest, a head of parish council, school principal.</i>
Worker	The term worker includes employees, volunteers, contractors and sub-contractors and their employees, labour hire employees, outworkers apprentices and trainees and work experience students.
Health & Safety Representative (HSR)	A worker elected by members of their work group to represent them in health and safety matters
Other Persons	Includes any visitors

4. Safety Management Plan

To meet the commitments in the Work Health & Safety Policy the diocese will set objectives, and measure and record its progress by selecting, identifying, assessing and controlling hazards or risks. The following template is designed to assist the diocese to meet the safety planning requirements.

How to use the WHS Action Plan template

This WHS Action Plan template prompts action to facilitate compliance and improve WHS performance.

- 1) Use the check boxes to verify local implementation of the management standards
- 2) Use the notes section to record current status of implementation, set goals and planned actions
- 3) Use the Hazard Inspection Checklist to schedule and monitor the completion of planned actions

Safety Standards

1. Active & visible leadership

- 1.1. ☐ WHS is the standing first agenda item for all staff meetings
- 1.2. ☐ Management to regularly engage with staff to demonstrate safety leadership, e.g. taking 5 min to have informal safety conversations
- 1.3. ☐ Management are actively involved in the risk management process

Notes

- 2.2. ☐ Hazards and hazardous tasks are assessed and prioritised using the Risk Score Matrix, and suitable risk controls planned to eliminate or reduce risks
- 2.3. ☐ Resources are allocated to address the priority WHS issues
- 2.4. ☐ Actions are assigned to individuals and reasonable timeframes set for completion
- 2.5. ☐ Progress towards the achievement of planned activities is regularly reported to managers

Notes

3. Consultation & participation

- 3.1. ☐ Workers are given opportunity to express their views and contribute to decisions impacting their safety
- 3.2. ☐ Managers are responsive to WHS issues raised by workers and provide feedback in a timely manner
- 3.3. ☐ Where elected, the Health & Safety Rep for the workgroup is invited to attend management meeting to contribute to the discussion of WHS management

Notes

4. Risk Management

- 4.1. ☐ Risk management steps are applied to identify and assess hazards and hazardous tasks
- 4.2. ☐ Attention is given to medium and high risk activities (appendix 1) and at risk groups of people
- 4.3. ☐ Attempts are made to eliminate hazards and hazardous tasks
- 4.4. ☐ Where elimination is not possible, risk controls are allocated with reference to the hierarchy of controls
- 4.5. ☐ 'High' risk and 'Very High' risk activities are subject to documented risk assessments
- 4.6. ☐ Implemented risk controls are monitored regularly (at least annually) to ensure they are effective
- 4.7. ☐ Regular (biannual) walk-through workplace inspections are carried out on all work areas

Notes

5. WHS training and instruction

- 5.1. ☐ New workers must complete the WHS induction within their first 4 weeks at work
- 5.2. ☐ New workers receive specific local inductions prior to being given access to their workplace
- 5.3. ☐ Staff who manage other staff (management) complete the prescribed WHS training course
- 5.4. ☐ Workers are instructed on relevant Safe Work Procedures (SWP) and provided with ongoing supervision

Notes

6. Emergency management

- 6.1. ☐ Local emergency responders have been appointed (e.g. emergency wardens and first aiders)
- 6.2. ☐ Workers are provided with training and opportunities to practice emergency procedures
- 6.3. ☐ Details of emergency responders are communicated to the working group
- 6.4. ☐ Workers are regularly reminded to review the Site Emergency Plan
- 6.5. ☐ Emergency evacuation exercises are conducted regularly (at least annually)

Notes

7. Incident/hazard reporting and management

- 7.1 ☐ All workers know how to report an incident (including near misses) or hazards
- 7.2 ☐ Incidents and hazard are immediately reported to supervisors and formally recorded
- 7.3. ☐ Supervisors investigate incidents to identify root causes and plan corrective actions

Current Issues

Notes

8. Suppliers, contractors and purchasing controls

- 8.1. ☐ Hazards related to equipment and materials being purchased are considered
- 8.2. ☐ Attempts are made to purchase the safest products and services
- 8.3. ☐ Safety is a mandatory selection criterion during quote and tender evaluation processes
- 8.4. ☐ Service contract specifications include safety performance requirements and performance indicators
- 8.5. ☐ Service contractors are appropriately qualified
- 8.6. ☐ Service contractors undergo local inductions including hazard awareness

Notes

5. Consultation and Communication Arrangements

Open communication between workers and managers is important to ensuring a safe workplace. Therefore, workers are encouraged to:

- ask questions relating to WHS
- bring up safety concerns
- make recommendations regarding WHS
- give regular feedback
- become involved in evaluation of safety issues
- participate in any WHS related problems solving process.

It is important that workers help shape decisions about WHS particularly when:

- identifying hazards and assessing risks
- making decisions about ways to eliminate or minimise those hazards or risks
- proposing business changes that may affect the health and safety of workers
- purchasing of new equipment or substances
- developing or changing job tasks or safety procedures

All workers at the Diocese are encouraged to raise work health and safety concerns directly with the Risk Coordinator or the Financial Administrator.

The Risk Coordinator and the Financial Administrator will meet regularly, and following any incident to ensure their obligations under the WHS Act are being met.

6. WHS Risk Assessment

The purpose of any WHS risk assessment is to ensure that, for any identified hazards, appropriate control measures are implemented to protect workers, contractors, and visitors from risks to their health, safety, and welfare. Control measures for WHS hazards should be implemented as required using the following hierarchy of control, in order of preference these measures relate to:

- elimination (removal of the hazard)

- substitution (substitute the hazard for something which is less hazardous e.g. replace a hazardous chemical with one which is not hazardous)
- isolation (isolate the hazard from people e.g. place a noisy piece of equipment in another location)
- engineering (e.g. guarding on machinery)
- administrative (e.g. provision of training, policies and procedures, signage)
- personal protective equipment (e.g. use of hearing/eye protection, high visibility vests)

Outcomes of risk assessments will be documented and the control measures reviewed at least annually or earlier should a task or activity be the subject of a WHS incident or a change of process or requirement. Current risk assessments will ensure that the Diocese achieves the goal of eliminating or minimising the risk workers may be exposed to.

7. WHS Issue Resolution

Whenever possible, any WHS concerns will be resolved through consultation between workers and the Risk Coordinator. If the concern cannot be resolved, it can be referred to the Financial Administrator or the Bishop. Where the issue remains unresolved the default procedure for 'Issue resolution' set out in the WHS regulation must be followed (Part 2.2).

8. Authoritative Sources

- *Work Health & Safety Act 2020*
- *Work Health & Safety (General) Regulations 2022*
- *Work Health and Safety Policy (Diocesan)*

Related Policies

- *Armed Holdup-Confrontation Policy*
- *Dealing with Difficult or Distressed People*
- *Discrimination and Harassment Policy*
- *First Aid Policy*
- *Injury Management and Rehabilitation Policy*
- *Inoculation and Immunisation Policy*
- *Manual Handling Policy*
- *Office Procedures and Protocols*
- *Office security and Access Policy*
- *Serious Injury-Assault Policy*
- *Smoking in the Workplace Policy*
- *Workplace drug and alcohol use*

PART B: GENERAL WHS INFORMATION

1. Emergency Procedures

An emergency evacuation plan has been developed and this plan, together with a list of emergency contacts, has been provided to all staff.

2. Hazard/Injury/Incident Reporting

How to report a hazard or Injury or Incident

- Advise the Manager of the incident or injury or hazard

- For recording purposes complete the Incident report form. Use the Incident Report Form - Minor Incident for reporting of small issues that require repair or maintenance. Use the Incident Report Form - Major Incident for any incident where a worker is injured or a near miss
- All hard copies should be signed by the relevant parties
- The Risk Coordinator or Financial Administrator must record all injuries on the injury register
- Internal reporting of any hazard/injury/incident should occur separate from reporting of notifiable incidents to WorkSafe WA.
- If the incident results in a death, serious injury or illness or a dangerous incident, notify WorkSafe WA **IMMEDIATELY**.
- Maintain all records.

3. Reporting of Notifiable Incidents

Any serious incident must be notified immediately to the Financial Administrator. After becoming aware that any such incident has occurred, the Financial Administrator will report the 'notifiable incident' to WorkSafe WA by the fastest possible means, either:

- by phone – ring WorkSafe WA for a serious incident or fatality on 1800 678 198
- by email using the website - <https://www.commerce.wa.gov.au/worksafe/notify-us-serious-injuryillness-or-dangerous-incident>
- by completing the notifiable incident online form - <https://www.commerce.wa.gov.au/worksafe/notify-us-serious-injuryillness-or-dangerous-incident>

Definition of 'notifiable incident': 'Notifiable incidents' include the following

- **the death of a person**
- **a serious injury or illness of a person**
Serious injury or illness includes immediate treatment as an in-patient in a hospital; immediate treatment for certain serious injuries; or medical treatment within 48 of exposure to a substance
- **a dangerous incident**
A 'dangerous incident' means any incident in relation to a workplace that exposes a worker or any other person to a serious risk to a person's health or safety caused by incidents such as uncontrolled escape, spillage or leakage of a substance, an uncontrolled implosion, explosion, fire; or uncontrolled escape of gas or steam.

4. First Aid

Definitions:

- **First aid** is the immediate treatment or care given to a person suffering from an injury or illness until more advanced care is provided or the person recovers.
- **First aid officer** is a person who has successfully completed a nationally accredited training course or an equivalent level of training that has given them the competencies required to administer first aid.

The Diocese of Bunbury has a First Aid Policy in place and procedures include:

- The appointment and training of a First Aid Officer (FAO)
- The provision of a first aid kit within the workplace
- Clear signage with the name of the FAO and the location of the first aid kit
- The provision of a suitable first aid kit in the Diocesan vehicle. It is the FAO's responsibility to ensure the contents of all first aid kits are maintained
- Refresher training should be undertaken at the appropriate intervals

First Aid Officer responsibilities:

- The FAO is approved to render first aid assistance in the workplace
- The FAO should ensure that they do not administer first aid services beyond their level of training
- A record of any first aid treatment should be kept by the FAO and reported to the Financial Administrator on a regular basis to assist with reviewing first aid arrangements

Contact details of the FAOs are displayed on the staff noticeboard.

First Aid – Summary

- **Ensure that a First Aid Officer (FAO) has been appointed and trained**
- **Keep a copy of the FAO's qualifications**
- **Ensure that a first aid kit is provided and maintained by the FAO**
- **Advise all workers of the name of the FAO and the location of the kit**
- **Place a sign on the wall where the kit is located**

5. WHS Training and Induction

Training

The Diocese is committed to providing appropriate training to ensure workers have the skills and knowledge necessary to fulfil their WHS obligations. WHS training is a fundamental requirement for the Diocese to achieve a safe workplace. The WHS training needs for the Diocese will be determined in consultation with workers, as well as through review of the WHS Risk Register, however it can be generally categorised into three kinds:

Generic WHS Training – skills and knowledge which is commonly required, e.g. induction training, WHS risk management training, evacuation procedures.

Risk Specific WHS Training – training required for those persons conducting activities with a specific risk to health and safety or a verification activity, e.g. first aid training, manual handling training, working from heights, hazardous substances training, confined spaces training.

Task Specific WHS Training – skills and licencing which are required depending on the specific hazards and risk, e.g. any high risk work licences such as driving forklifts, cranes. (The Diocese would not expect this kind of training to be required.)

Documentation for Training

Training records shall be maintained as evidence of training delivery and assessment of competence.

WHS Induction

All new workers are required to be provided with WHS information regarding the workplace as part of their overall induction and introduction to the Diocese. A thorough WHS induction process assists new staff to feel welcome, become integrated into the organisation and ensure that they are able to work safely. The WHS Induction Checklist should be used in conjunction with the general induction training program for workers to ensure that all new workers are aware of the WHS systems, policies and procedures in place within the Diocese.

Procedure

The Manager must ensure a WHS induction is provided on the new worker's first day. If the Manager is not available, he or she should organise for a replacement to conduct the induction. The Manager must:

- use the WHS Induction Checklist to ensure that all WHS issues are covered
- on completion of the induction, sign the checklist and ensure that the new worker also signs
- file a copy of the induction checklist on the worker's personnel file
- provide the new worker with access to this WHS Management Plan and the WHS and other relevant Policies.

WHS Induction for Contractors/Visitors

All contractors should be provided with a Safety Briefing prior to entry. They should sign in and be provided with a copy of the Diocesan Safety Briefing Handout to read, and to then sign, acknowledging that they have read and understood the information.

Visitors are to meet with a staff member. Staff members are responsible for their visitor/s during their time at the premises.

Other visitors that may be using any office for working on their own will require the general WHS induction and a WHS Checklist should be used.

Detailed WHS Induction for Contractors

For contractors (e.g. trade persons) the requirements for induction will depend on the work to be undertaken and the duration of their stay at the workplace. At a minimum, contractors should be advised of emergency procedures and location of facilities. Refer to the Detailed WHS Instruction Checklist for Contractors.

All WHS training provided to workers and contractors should be recorded in the WHS Training Register. Alternatively, this training register can be incorporated into an overall Staff Development and Training Register which details all professional development and training undertaken by the managers or workers.

6. Risk Management and the Risk Register

WHS risk management is a systematic process of hazard identification, risk assessment, and risk control with the aim of providing healthy and safe conditions for workers, visitors and contactors at the Diocese.

As required by the WHS Act, the Diocese has adopted a risk management approach to underpin its WHS Management System. This approach involves all managers and workers in identifying hazards, assessing and prioritising risks, implementing control measures and reviewing how effective the control measures are.

All workers are responsible for assisting in managing the particular risks associated with their specific work environment. Risk management strategies used by the Diocese include:

- regular hazard inspections of the Diocese environment
- a comprehensive risk register detailing all WHS risks associated with the operation and activities of the Diocese
- documented WHS policies and procedures
- risk assessments of newly purchased equipment
- risk assessments for any change to work processes
- hazard, injury, incident reporting procedures
- incident investigations (at the direction of Management)

Definitions:

- **WHS Hazard:** Anything which has the potential to cause injury or illness
- **WHS Risk:** A WHS risk is the chance of someone becoming injured or ill as a result of a workplace hazard. The significance of the risk is determined by considering the likelihood of it happening and the consequences if it does happen.
- **WHS Risk Control:** WHS risk control is action taken to eliminate or reduce the likelihood that exposure to a hazard will result in injury or illness to people or damage to property and the environment.

The Risk Management Process

WHS risk management should be undertaken for all activities where there is the potential for harm including:

- before activities commence
- before the introduction of new equipment, procedures or processes
- when equipment, procedures or processes are modified.

Step 1: Identify the Hazard

A hazard is a source or potential source of injury, ill health or disease. Hazard identification is the process of identifying all situations and events that could cause injury or illness by examining a work area/task for the purpose of identifying all threats which are 'inherent in the job'. Tasks can include, but may not be limited to using tools, hazardous chemicals, dealing with people and lifting/moving items.

Step 2: Assess the Risk

Assessing the risk from a hazard determines its significance. Firstly, consider the consequences should something happen; will it cause a serious injury, illness or death or a minor injury. Secondly, consider how likely is this to occur – very likely, not likely at all or somewhere in between? Some of the things to think about include:

- how open is the task undertaken
- how frequently are people near the hazard
- how many people are near the hazard at a particular time
- has an incident happened before
- have there been any 'near misses'

Use the table below to determine how significant the risk is.

Where a worker, contractor or visitor to the workplace identifies a hazard, the Diocese requires that it is eliminated or reduced in consultation with the relevant stakeholders.

- **Step 1: identify the Consequences – or how severely could it hurt someone**
- **Step 2: identify the Likelihood – or how likely is it for an injury to occur**
- **Step 3 & 4: identify the Risk Priority Score – to prioritise your actions**
- **Step 5: apply the hierarchy of hazard control**
- **Step 6: identify who, how and when the effectiveness of controls will be checked and reviewed.**

Appendix 1

Step 1 – CONSEQUENCES How severely could it hurt someone? Or How ill could it make someone – Circle it		Step 2 – LIKELIHOOD <i>How likely is it for an injury to occur? – Circle it</i>			
		Very likely, could happen frequently	Likely, could happen occasionally	Unlikely, could happen, but rare	Very unlikely, could happen' probably never will
		L1	L2	L3	L4
Kill or cause permanent disability or ill health	C1	Very high risk (1)	Very high risk (1)	High risk (2)	Substantial risk (3)
Long term illness or serious injury	C2	Very high risk (1)	High risk (2)	Substantial risk (3)	Moderate risk (4)
Medical attention and several days off work	C3	High risk (2)	Substantial risk (3)	Moderate risk (4)	Acceptable risk (5)
First Aid needed	C4	Substantial risk (3)	Moderate risk (4)	Acceptable risk (5)	Acceptable risk (5)

Step 3: Risk Priority Score identifies the necessary action and response

Step 3 – RISK PRIORITY SCORE	Step 4 – ACTION AND RESPONSE
1 = Very High Risk	Stop the activity – immediate action is required to ensure safety – safety measures applied must be cleared by the Manager before any activity recommences
2 = High Risk	Proceed with caution – immediate reporting of emerging or ongoing risk exposure at this level or the Manager for decision is mandatory.
3 = Substantial Risk	Be aware – action required as soon as possible to prevent injury or illness
4 = Moderate Risk	Report these risks to the risk coordinator or responsible person
5 = Acceptable Risk	Do something when possible. Manage by routine procedures
6 = Low Risk	These risks should be recorded, monitored and controlled by responsible person

Step 4: Control the hazards

Control the hazards – the aim is to implement the most reliable controls to create a safe workplace rather than simply relying on people to behave safely, following processes or using protective equipment. In many cases, a combination of several control strategies may be the best solution.

Hierarchy of control strategies (in order of preference):

- eliminate the hazard; remove the equipment from use, dispose of unwanted chemicals
- substitute; use non-hazardous chemical, use a different machine that can do the same task
- isolation; contain noisy machinery within a booth
- engineering controls; design equipment differently, providing lifting devices to minimise manual handling
- administrative processes; task variation, job rotation, training
- personal protective equipment; gloves, hearing protection, eye protection

Step 5: Review the process

Continuously review to monitor and improve control measures and find safer ways of doing things.

Documentation of Risk Assessment

The documentation required for a WHS risk assessment will depend on the operation or activity being assessed. The appropriate WHS Risk Assessment Form must be used when undertaking a risk assessment of the various activities of the Diocese or Parish. The WHS Risk Assessment Proforma and procedure for conducting an assessment is at Form 7.

The WHS Risk Register

The risk assessment data collected from identifying, assessing and controlling risks should be documented on a centralised risk register for the Diocese or Parish. The risk register holds a list of the key risks that need to be monitored and managed. The risk register is to be managed by the Responsible Person who should be notified if new hazards are identified and controls implemented so that the risk register can be amended.

The Responsible Person is responsible for overseeing the Risk Register, and for ensuring that effective control measures are implemented and that risks are monitored and reviewed on a regular basis.

7. Workplace hazard inspections

The Diocese is required by WHS legislation to be proactive in identifying hazards in the workplace which may affect the health and safety of its workers and eliminating or minimising the risks arising from those hazards.

In order to ensure a safe and healthy workplace, the Responsible Person should undertake WHS hazard inspections of the workplace regularly and at any other times as required. The hazard inspection should be undertaken by following the principles of WHS risk management and using the WHS Hazard Inspection Procedure (Form 8), WHS Hazard Inspection Checklist (Form 9) and the Activity & Event Checklist for Parishes (Form 10) for activities off site undertaken by the Diocese or Parish.

If any hazards are identified through the hazard inspection process, controls must be implemented to ensure that the risk to health and safety is eliminated or minimised.

All hazard inspection documentation should be filed by the Responsible Person.

8. Purchasing

Prior to purchasing any goods or services for the workplace, they should be assessed to determine if there are any associated health and safety hazards. This includes the purchase of equipment such as machinery, tools, furniture, chemicals, as well as contracted services such as maintenance.

9. WHS Record Keeping

The Responsible Person should retain all WHS documents. Worker's compensation documents are kept at the Diocese level in employee personnel files. These documents are required to be filed for 30 years in safe storage accessible only to authorised personnel in accordance with the Privacy Act 1988 (Cth) and the Diocesan Privacy Policy.

10. Documents to be made available to all staff

- Emergency Evacuation Plan
- Work Health and Safety Policy
- Injury Management and Rehabilitation Policy
- Incident Report Forms
- Manual Handling Policy
- Smoking in the Workplace
- Serious Injury-Assault Policy

11. Important Contact Numbers

RESOURCE	PHONE NO's	
Fire, Ambulance and Police Life threatening or critical emergency	000	106 Text emergency call
Police – Bunbury	131 444	9722 2111
Fire Services Bunbury Regional Office Bunbury Fire Station	9780 1900 9796 3422	Not emergency calls
St John Ambulance	131 233	
Bunbury Health Campus	9722 1000	
St John of God Hospital	9722 1600	
FESA – emergency information	13 3337	
State Emergency Service	132 500	9791 6000 Bunbury
Health Direct (24/7)	1800 022 222	
Poisons Information Centre (24/7)	13 11 26	
Western Power Emergency line	13 13 51	
Alinta Gas faults and emergencies	13 13 52	
AQWEST – Bunbury Water	9791 3272	
Mental Health Emergency Hotline 24hrs	1300 555 788	
Other Emergency Services Helpline	9328 0555	
WorkSafe WA	1800 678 877	24hr serious incident and fatality reporting line