



# WORK HEALTH & SAFETY and INJURY MANAGEMENT POLICY

Version: 13

SIGC Approved: 4 December 2017

Review Date: December 2018

## POLICY STATEMENT

The Catholic Church Endowment Society (CCES) and the Separately Incorporated entities are committed to the corporate management of Work Health and Safety (WHS) and Injury Management (IM) for worksites within the Catholic Church in South Australia, through the development and implementation of a planned and systematic approach to the management of safety.

The Catholic Church aims to minimise the risk of injury and disease to all its workers and all other persons in the organisation's worksites by ensuring that the WHS and IM system is implemented, monitored, reviewed and continually improved.

## OBJECTIVES

The objectives of this policy are to ensure:

- a work environment is provided and maintained to remove or reduce risks to health and safety
- hazards in the work environment are identified and controls implemented, monitored and reviewed for the purpose of preventing illness or injury to workers
- there is fair and effective workplace representation, consultation, cooperation and issue resolution in relation to work health and safety and injury management
- all workers receive appropriate information, instruction, training and supervision to protect them from risks to their health and safety
- compliance with the Work Health and Safety Act 2012 (SA), the Work Health and Safety Regulations 2012 (SA), Codes of Practices, Australian Standards and industry related standards
- compliance with the Return to Work Act and Regulations 2014 (SA), Service Standards and Performance Standards for Self-Insurers and associated documentation
- effective management of workplace injuries and diseases in accordance with the legislation
- the fair and equitable management of all workers compensation claims

## STRATEGIES

The Catholic Church will achieve the objectives of this policy by developing a WHS and Injury Management Plan.

The WHS and Injury Management Plan provides a framework detailing strategies and initiatives that will be implemented to improve the management of safety and objectives and targets that will measure performance across all worksites within the Church.

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**Chairperson – Self Insured Governing Council  
Person Conducting a Business or Undertaking – CCES**

Date: 1 January 2018

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**Director/Officer of PCBU**

Date:

.....  
**Worksite Officer**

Date:

## DEFINITIONS

<b>CCES</b>	Catholic Church Endowment Society Inc.
<b>CCI</b>	Catholic Church Insurance Ltd
<b>CESA</b>	Catholic Education South Australia
<b>CSHW SA</b>	Catholic Safety Health & Welfare SA
<b>HSR</b>	Health and Safety Representative
<b>Health &amp; Safety Committee</b>	Forum for management and workers to meet regularly
<b>IM</b>	Injury Management - Rehabilitation Services and Claims Management
<b>The Indenture</b>	Agreement between The Workers Rehabilitation and Compensation Corporation ( <i>now known as Return To Work SA</i> ) and The Catholic Church Endowment Society Incorporated dated 8 <sup>th</sup> April 1988
<b>Officer</b>	An officer within the meaning of section 9 of the <i>Corporations Act 2001</i> of the Commonwealth <a href="http://www.comlaw.gov.au/Details/C2013C00003/Download">http://www.comlaw.gov.au/Details/C2013C00003/Download</a>
<b>PCBU</b>	Person conducting a business or undertaking
<b>RTWA</b>	<i>The Return to Work Act 2014</i>
<b>RTWSA</b>	Return to Work SA
<b>Sector Forum</b>	Industry sector consultation forum (Education, Health, Social Services and Parish)
<b>Self-Insured Employer</b>	An employer that is registered by Return To Work SA as a self-insured employer pursuant to Section 129 of the Return to Work Act 2014
<b>Service Standards</b>	As per Schedule 5, Return to Work Act 2014
<b>SIGC</b>	Self-Insured Governing Council
<b>the Registration</b>	The Self-Insured Employer status held by the Catholic Church Endowment Society Inc., on behalf of itself and the separately incorporated entities within the Registration ( <i>previously known as the Licence or Exempt Licence</i> )
<b>WHS</b>	Work Health and Safety
<b>Worker</b>	A person that carries out work in any capacity for a person conducting a business or undertaking

## INTRODUCTION

The Catholic Church in South Australia manages work health and safety and injury management as a self-insured employer, acting for itself and the identified Separately Incorporated entities that align to the Church for this purpose.

The Separately Incorporated entities are the Agencies and Instrumentalities of the Church who are bodies corporate listed in Appendix 1 of the Indenture between The Workers Rehabilitation and Compensation Corporation (*now known as Return to Work SA*) and The Catholic Church Endowment Society Incorporated (CCES) dated 8<sup>th</sup> April 1988.

Catholic Church Insurance Ltd (CCI) has signed a Deed for Substituted Arrangements with CCES and the Workers Rehabilitation and Compensation Corporation (*now known as Return To Work SA*) to manage all workers compensation claims on behalf of the CCES in South Australia.

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## RESPONSIBILITIES

### ***Person conducting a business or undertaking (PCBU)***

The PCBU for the Catholic Church in South Australia is the CCES and each of the Separately Incorporated entities who are included in the Registration.

Each PCBU has the responsibility to provide a healthy and safe workplace for their workers and a responsibility to ensure so far as is reasonably practicable the:

- provision and maintenance of a work environment with risks to health and safety removed or reduced
- provision of safe plant, structures and safe systems of work
- safe use, handling and storage of plant, structures and substances
- provision of and access to adequate facilities for the welfare of workers at work
- provision of information, training, instruction and supervision that is needed to protect all persons from risks to their health and safety when undertaking work being undertaken for the PCBU
- health of workers and the conditions at the workplace are monitored for the purpose of preventing illness or injury arising from the conduct of the business or undertaking

The PCBU also has a responsibility to ensure:

- steps are taken to provide suitable duties for injured workers in accordance with medical advice and reasonable direction from CCI
- employment is provided to injured workers in accordance with the Return to Work Act 2014

### ***Catholic Church Endowment Society (CCES)***

CCES is empowered to coordinate and act on behalf of the worksites within the Indenture to:

- Define a Governance structure for work health and safety in the Church
- Maintain and review the CCES WHS and IM System in collaboration with CCI and CSHW SA
- Ensure internal and external resources are utilised where required
- Work in partnership with Return to Work SA
- Comply with the Deed For Substituted Arrangements between CCES and CCI dated 2 March 1989

### ***Separately Incorporated Entities***

The Separately Incorporated entities are, for the purpose of Work Health and Safety and Injury Management in South Australia, a person conducting a business or undertaking (PCBU)

The Separately Incorporated entities will:

- Comply with the duties of the PCBU as above
- Conform with the requirements of the Catholic Church WHS and IM System

### ***Self Insured Governing Council (SIGC)***

A Council is appointed by the Catholic Church Endowment Society Inc. on behalf of itself and the separately incorporated entities within the Registration. The Governing Council will:

- oversee and direct the Catholic Church WHS and IM System
- ensure that the current WHS and Injury Management Plan is implemented
- monitor and review work health and safety performance

- monitor and review the IM program by analysing statistics, complaints, IM programs and procedures and suggested improvements to ensure the CCES is fully compliant with the service standards and the Code of Conduct for self-insurers
- act within the spirit and requirements of the Return to Work Act 2014
- ensure compliance with the legal requirement to provide alternate duties for injured workers at all times or employment when requested and when reasonably practical to do so
- provide a regular report of work health and safety performance and activities to the Archbishop of Adelaide and the Bishop of Port Pirie
- develop, review annually and comply with SIGC Terms of Reference
- work in partnership with Return to Work SA
- make decisions for and on behalf of the Registration, to protect the integrity and spirit of the self-insurance registration.

### **Officers**

An Officer in the Catholic Church in South Australia is a person:

- who makes, or participates in making, decisions that affect the whole, or a substantial part, of the business of the corporation
- who has the capacity to affect significantly the corporation's financial standing

A person may hold more than one duty by virtue of being in more than one class of duty holder.

An Officer, of the CCES and each Separately Incorporated entity, must exercise due diligence to ensure that the PCBU complies with its health and safety duties including taking reasonable steps to:

- acquire and keep up to date knowledge of work health and safety matters
- gain an understanding of the operations of the business of the PCBU
- gain an understanding of the hazards and risks associated with the operations of the PCBU
- ensure that the PCBU has available for use and uses, appropriate resources and processes to eliminate or minimise risks to health and safety
- ensure that the PCBU has appropriate processes for receiving and considering information regarding incidents, hazards and risks and responds in a timely way to that information
- ensure that the PCBU has and implements processes for complying with any duty or obligation of the PCBU under the Work Health and Safety Act 2012 (SA)
- verify the provision and use of resources and processes required to manage risks to health and safety and legal compliance
- ensure IM responsibilities for the PCBU are completed within appropriate guidelines and within a reasonable time frame

### **Catholic Safety Health & Welfare South Australia (CSHW SA)**

CCES Injury Prevention Unit operating as Catholic Safety Health & Welfare South Australia is empowered for and on behalf of the CCES and the Separately Incorporated entities to:

- develop and implement policies and procedures to maintain WHS in accordance with legislation and best practice
- establish and maintain the functioning of the industry sectors consultation forums
- coordinate and act as an administrator for the industry sector forums

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- assist the industry sectors to identify the training needs of work groups within their worksites
  - assist and support worksites in the management of health and safety
  - collaborate with CCI Injury Management to identify and assist worksites to ensure compliance with relevant legislation and other requirements
  - retain and maintain documentation for and on behalf of the Registration

### ***Catholic Church Insurance Ltd (CCI)***

CCI is, through the Deed for Substituted Arrangements, empowered for and on behalf of CCES and the separately incorporated entities to:

- provide a total Injury Management service to all workers of the Registration, including:
  - Early intervention and management for injured workers through continued liaison, education and communication with employers, worker representatives and injured workers.
  - Case management and resolution of all claims made against worksites of the Registration within all relevant legal and procedural parameters.
  - Supporting the provision of rehabilitation and return to work plans and support to injured workers and worksites in full consultation, with the Rehabilitation Return to Work Co-ordinator (RRTWC) and/or the site delegate and other relevant parties when required.
  - Monitoring rehabilitation and return to work plans to ensure return to work goals are achieved.
  - Timely and effective file reviews, for ongoing claims, to assist in claim resolution.
  - Provision of injury management training, advice and assistance to worksites.
  - Ongoing care and assistance for seriously injured workers in accordance with all legal requirements and internal procedures.
- develop and implement procedures to maintain Injury Management in line with legislation and best practice
- act on reasonable requests issued by the members of the SIGC in relation to claims and/or rehabilitation activities
- indemnify worksites for their liability to pay compensation to employees in accordance with legislation
- administer and collect levies from worksites within the Registration
- prepare and present reports to the SIGC and sector forums
- utilise appropriate skilled and experienced external advisors to assist in the management of claims and rehabilitation
- recover payments from Third Parties or injured workers when appropriate
- provide data to Return to Work SA on behalf of the Registration.

### ***Sector Forums***

**Industry sectors (Education, Health, Social Services and Parish) will have a representative forum established.**

The sector forum will:

- provide opportunity for consultation across the industry sector that it represents
- participate in the consultation of procedures to guide health and safety practices at worksite level
- identify industry specific hazards and issues
- develop strategies, including training, to manage industry specific issues

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- monitor and review the industry sector WHS and IM performance.

### **Managers and Supervisors**

Managers and Supervisors who are not deemed to be Officers within the organisation but manage a budget and/or have supervisory responsibilities must follow the same duties as all workers (see below)

### **Workers**

Any person who is carrying out work in any capacity (paid, in-kind and volunteer) for a person conducting a business or undertaking must:

- take reasonable care for his or her own safety
- take reasonable care not to adversely affect the health and safety of others in the workplace
- comply, so far as reasonably able, with any reasonable instruction that is given by the PCBU to protect the health and safety of persons in the workplace
- co-operate with any reasonable policy or procedure of the PCBU relating to health and safety at the workplace that has been notified to the worker
- comply with any reasonable direction issued by CCI in relation to a claim or return to work of an injured worker.

## **FUNCTIONS and RIGHTS**

### **Health & Safety Committees**

Where a worksite has established a health and safety committee the functions of that group are to:

- facilitate co-operation between the PCBU and workers in instigating, developing and carrying out measures designed to ensure workers' health and safety at work
- assist in developing standards, rules and procedures relating to health and safety that are to be followed or complied with at the workplace
- undertake any other functions prescribed by the Work Health & Safety Regulations 2012 or agreed between the PCBU and the committee.

*If a Health and Safety Committee is not established in a worksite then the site must use general staff meetings to carry out the functions of a health and safety committee.*

### **Health and Safety Representatives (HSR's)**

CCES worksites acknowledge the legal rights and functions of elected HSR's, and support them to carry out their role of representing a work group effectively

Where a worksite has an elected HSR the PCBU will ensure that the HSR is entitled to:

- represent the workers in their work group in matters relating to work health and safety
- monitor measures taken by the PCBU or their representative, in compliance with the Work Health and Safety Act 2012 (SA) in relation to workers in the work group
- investigate complaints from members of the work group relating to work health and safety
- inquire into anything that appears to be a risk to the health or safety of workers in the work group, arising from the conduct of the PCBU.

In exercising a power or function the HSR can:

- inspect a workplace at anytime

- accompany an Inspector during an inspection of the workplace
- at the consent of the worker, be present at any interview concerning work health and safety
- request the establishment of a health and safety committee
- receive information regarding health and safety of work group members
- issue a Provisional Improvement Notice (PIN) or direct cessation of unsafe work.

*A HSR is not personally liable for anything done or not done in good faith while carrying out their role.*

### **MONITOR**

The effectiveness of this policy will be monitored by:

- review of overall WHS and IM performance through the SIGC
- monitoring and reviewing the effectiveness of the Catholic Church Safety Manual policies and procedures.

### **INFORMATION/INSTRUCTION**

All workers will be informed of the requirements of the Work Health and Safety and Injury Management Policy during induction. When this policy is reviewed and/or amended existing workers will be informed.

### **REVIEW**

This policy shall be reviewed annually by the SIGC in consultation with CCES workers. Changes in legislation will require earlier review of this policy.