

16.2 WHS ROLES & RESPONSIBILITIES STATEMENT

To ensure all workers engaged by the Diocese have a clear and consistent understanding of their roles and responsibilities for work health and safety in accordance with their position within the Diocese, the following document must be read and acknowledged by all workers.

These roles and responsibilities aim to ensure responsibility and accountability is allocated for all levels of the Diocese. All WHS roles and responsibilities shall be applied by workers as far as reasonably practicable within the scope of their work.

16.2.1 WHS Roles and Responsibilities

The Bishop

- Formally approve the WHS policy and associated documentation
- As for Diocesan Council's responsibilities

Diocesan Business Manager

- Prepare and manage project budget for contractor projects
- As for Diocesan Council's responsibilities

Diocesan Council

- Is ultimately responsible and accountable under the legislation for the safety performance of the Diocese and will undertake periodic due diligence reviews
- Develop, set and monitor the Diocese's WHS performance via WHS objectives, targets and a WHS action plan.
- Provide adequate resources for the implementation of the Diocesan WHS Management System; including physical, financial and human resources.
- Ensure as far as reasonably practicable, that workers and other persons are not put at risk from work carried out as part of the Diocesan business or undertaking.
- Ensure WHS is on the agenda for all Diocesan Council, Parish Council meetings and team meetings.
- Review and formally ratify all WHS Standards, User Guides and associated documentation.

Work Health & Safety Officer

- Monitor the Diocesan central WHS management system to ensure accuracy and currency of documentation.
- Provide advice to the Diocesan Council, Incumbents, Church Wardens and other workers regarding the implementation of the WHS management system.
- Assist the Diocesan Council with strategic planning and development of a WHS Action Plan.

- Assist the Diocesan Council to review WHS Standards, User Guides and associated documentation
- Develop, maintain, update and monitor Diocesan Risk and Hazard Risk Register.
- Participate, where required, in the resolution of safety issues including undertaking risk assessments.
- Participate, where required, in incident investigations.
- Maintain workplace safety documentation and records in accordance with the Diocesan standards.
- Facilitate or arrange for relevant WHS induction and training as required for all workers.
- Conduct internal WHS audits across the Diocese on a periodic basis.
- Notify WorkCover NSW, The Bishop and Diocesan Business Manager of any significant incidents.
- Provide Diocesan Council with information to allow them to conduct their due diligence.
- Monitor contractor performance and WHS non-conformances.

Parish Priest/Incumbent

- Promote safety management and compliance within the area of their control.
- Encourage and support the reporting of hazards and incidents in the workplace.
- Report all incidents to the WHS Officer and Parish Council Safety Delegate immediately.
- Review all incidents and hazard reports and participate in incident investigations, as required. Engage the WHS Officer's assistance as required.
- Implement the WHS Policy and WHS procedures, as relevant to area of responsibility.
- Participate in workplace inspections, incident investigations and other relevant safety processes as required.
- Consult with the Parish Council Safety Delegate and WHS Officer regarding all health and safety matters, prior to the implementation of any proposed change in the workplace which may affect health and safety.
- Communicate regularly with the Parish Council Safety Delegate, WHS Officer and other relevant personnel on safety matters.
- Ensure WHS is an agenda item at Parish Council meeting and discussions are documented.
- Monitor health and safety performance within area of responsibility.
- Initiate actions to improve health and safety where identified.
- Ensure all workplace safety documentation and records are maintained by Parish Council Safety Delegate in accordance with Diocesan standards.
- Ensure Parish Council Safety Delegate has the resources to meet their responsibilities.

Churchwardens & Parish Council Safety Delegate

- Report all incident and hazard reports to the Parish Priest/Incumbent
- Participate in workplace inspections, incident investigations and other relevant safety processes as required.

- Actively participate in Parish and Diocesan consultations regarding health and safety matters.
- Ensure all workers (including contractors, volunteers etc.) are inducted into the site/parish and are made aware of their responsibilities under WHS Legislation. Ensure that the workers receive regular training as required to perform their jobs safely.
- Ensure the safe use, handling, storage and maintenance of plant within the area of their control
- Complete Safe Working Method Statements (SWMS) for all medium to high risk work activities.
- Engage the Parish Priest/Incumbent and the WHS Officer's assistance as required
- Maintain safety documentation and records in accordance with Diocesan standards.

Workers and Visitors

- Take reasonable care of themselves and others who may be affected by their actions or omissions.
- Participate in an induction and other required training.
- Report all identified hazards and incidents through the Diocesan reporting channels.
- Participate in risk assessment and control development where required.
- Work in accordance with all WHS Standards and associated documentation.
- Take all actions to avoid, eliminate or minimise hazards.
- Seek information to make sure they are able to competently and safely perform any work they undertake and are aware of the risks and hazards associated with their work.
- Attend all mandatory training as scheduled.

Induction & Annual WHS Roles & Responsibilities Review

I have read and understood my WHS roles and responsible for my tasks in the Diocese.

Name: _____ **Role:** _____

Parish: _____ **Signed:** _____

Date: _____

A copy of this document will be held in the Diocesan Office, in the Parish Induction Folder.