

NORTH SHORE TEMPLE EMANUEL WORK HEALTH AND SAFETY POLICY

1. Review Dates and Sign-Off

Title	Work Health and Safety Policy	Number:	WHS1
Approved by	Board of Directors, 10 December 2018;	Status:	Current
Original Issue Date:	OHS Policy of 2012	Last Amended:	Minor updates Dec 2020
		Next Review:	Dec 2021

North Shore Temple Emanuel is a Progressive, egalitarian congregation that celebrates the spirit and contribution of each and every member.

2. Purpose

This *policy* sets out North Shore Temple Emanuel's (NSTE) approach to the management of work health and safety risks and defines relevant requirements and responsibilities.

NSTE believes that the provision of a safe working and learning environment for everyone at its workplaces is an integral and essential part of its responsibilities as a provider of religious services, education and other community services.

3. Scope

This *policy* covers all NSTE employees and others undertaking work (for example contractors or volunteers), and students and visitors while engaged in NSTE duties on campus or in the office, or participating in authorised NSTE programmes and activities.

Individuals may be included in more than one category, depending on circumstances.

The policy applies to the car park shared with the Apples and Honey Pre-School and the building, fixtures and fittings used by the Pre-school, which under the terms of the memorandum of understanding with the Pre-school are the responsibility of NSTE. The *policy* does not apply to the operations of the Pre-school or to items such as equipment and furniture owned by the Pre-school.

4. Definitions

WHS Act, 2011- Work Health and Safety Act, 2011 (NSW)

Under the *WHS Act 2011*:

NSTE is a *Person conducting a business or undertaking (PCBU)*: a person conducting a business or undertaking alone or with others, whether or not for profit or gain.

Worker is any person who carries out work for NSTE, including work as an employee, contractor, subcontractor, self-employed person, employee of a contractor or sub-contractor, outworker, apprentice or trainee, work experience student, volunteer or employee of a labour hire company placed with NSTE as a host employer.

For the purposes of this policy, **congregants or members of NSTE** are visitors, when they come to the NSTE premises, including for worship or social activities, unless they are attending in a capacity that puts them under the above definition of “worker”.

5. Work Health and Safety

NSTE is committed to:

- as far as reasonably practicable providing everyone in its workplaces with a safe and healthy working and learning environment.
- promoting dignity and respect in all its workplaces and taking action to prevent and respond to bullying in its workplaces.
- adopting a preventative and strategic approach to managing risks to health and safety
- supporting and promoting health and wellbeing.
- providing return to work programs to facilitate safe and durable return to work for employees, where possible, for both work related and non-work related health conditions.
- consulting meaningfully with employees, their representatives and others on work health and safety issues
- providing appropriate information, training and instruction to facilitate safe and productive work and learning environments.
- reporting incidents in accordance with statutory and regulatory obligations and internal policy requirements so that action can be taken to manage the incident, prevent further incidents, and provide support where required.
- providing a program of continuous improvement through engaging with industry, new technology and considering changes to legislation and recognised standards.

6. Context

Everyone in NSTE’s workplaces has a responsibility for health and safety under the *WHS Act 2011*.

While NSTE has the primary duty of care, all Workers have responsibilities while undertaking their duties to follow reasonable instructions and lawful directions in accordance with NSTE’s policies and procedures in order to assist in preventing harm to themselves and others.

7. Responsibilities and Delegations

- 7.1. The Temple Administrator and Workplace Health and Safety Officer will ensure, so far as is reasonably practicable, the health and safety of Workers, by ensuring that appropriate systems are in place, responsibilities appropriately defined and managers and supervisors receive the training and resources they need to carry out their WHS responsibilities.
- 7.2. NSTE board and management and the Workplace Health and Safety Officer have a positive duty of care to exercise due diligence, (as defined in Section 27(5) of the *WHS Act, 2011*) in ensuring that NSTE complies with its duty under the legislation, including that:
 - 7.2.1. Safe systems of work and work health and safety procedures and guidelines are adhered to.
 - 7.2.2. Risks are identified and managed so far as is reasonably practicable and that continuous safety improvement is always strived for.
 - 7.2.3. Employees and others undertaking work are supervised and receive the instruction, information and training necessary to safely perform their duties.
 - 7.2.4. Workers are consulted with in respect to work health and safety issues and encouraged to contribute to the decision-making process.

- 7.2.5. Notifiable incidents, being the death, serious injury or illness of a person or a dangerous incident, are reported to the regulator, SafeWork NSW, immediately after becoming aware that a notifiable incident has occurred
- 7.2.6. Workplace incidents are reported, recorded and investigated to ascertain the circumstances leading up to the incident, and appropriate action is taken to prevent further incidents from occurring.
- 7.2.7. Effective emergency response plans and procedures are in place which include the provision of first aid and actions to support the resumption of normal operations.
- 7.2.8. Audit and other compliance requirements are complied with and appropriate document management processes are in each workplace.
- 7.2.9. All workplace injuries are recorded.
- 7.2.10. Provision is made for the welfare of workers and for all injured workers prior to their return to work, in the development of their return to work plans, and in the rehabilitation process following their return to work

7.3. Employees are to:

- 7.3.1. Take reasonable care for the health and safety of themselves and those under their supervision, and take reasonable care that their acts or omissions do not adversely affect the health and safety of others
- 7.3.2. Comply, so far as the person is reasonably able, with any reasonable instruction, policy or procedure of NSTE, that has been notified to them, in relation to health or safety at the workplace, including wearing personal protective equipment that has been supplied.
- 7.3.3. Co-operate in following NSTE health and safety guidelines and procedures.
- 7.3.4. Report incidents and hazards, and participate in training and consultation on work health and safety issues.
- 7.3.5. Meet their obligations under the return to work program and other guidelines to support their return to the workplace following injury or illness.
- 7.3.6. If a **contractor**, also comply with their own WHS requirements and note that:

Contractors operating on NSTE premises or on behalf of NSTE are required to hold current and sufficient workers compensation and public risk cover for their activities, and employees and other persons directly affected by their activities. Evidence of this insurance must be provided to the NSTE office prior to commencing work. Safe Work Method Statements and risk assessments should also be provided and any applicable licenses. Working areas must be secure and clearly identified as such, with regard to NSTE as a location with children, persons of limited mobility and persons of non-English speaking background in frequent attendance.

No requirements of NSTE's *Work Health and Safety Policy* or related procedures or instructions from NSTE employees or officers override a contractor's professional or legal obligations.

7.4. Volunteers and others (other than employees who are referred to above) are to:

- 7.4.1. Take reasonable care for the health and safety of themselves and those under their supervision, and take reasonable care that their acts or omissions do not adversely affect the health and safety of others
- 7.4.2. Comply, so far as the person is reasonably able, with any reasonable instruction, policy or procedure of NSTE, that has been notified to them, in relation to health or safety at the workplace, including wearing personal protective equipment that has been supplied.
- 7.4.3. Co-operate in following NSTE health and safety guidelines and procedures.
- 7.4.4. Report incidents and hazards, and participate in training and consultation on work health and safety issues.

- 7.5. All students and visitors, while visiting or conducting business on NSTE premises or participating in authorised programmes or activities are to:
- 7.5.1. Take reasonable care of their own health and safety, and that their acts or omissions do not adversely affect the health and safety of others.
 - 7.5.2. Report health and safety issues and participate in consultation on work health and safety matters affecting them.
 - 7.5.3. Comply, so far as the person is reasonably able, with any reasonable instruction that is given to enable NSTE to comply with the Workplace Health and Safety Act 2011 (NSW)

8. Monitoring, Evaluation and Reporting Requirements

The Temple Administrator is responsible for monitoring and evaluating the implementation and effectiveness of this policy, and for reviewing this policy as required.

9. Contact

The primary contact is the Workplace Health and Safety Officer, followed by the Temple Administrator.

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Chatswood
NSW. 2067
Tel (02) 9419 7011
Email: info@nste.org.au

10. Related documents

NSTE Risk Management Policy
NSTE Insurance policies and declarations
NSTE Code of conduct and associated declarations
Contractor Safe Work Method Statements, licences and evidence of insurance