

1. Purpose

At Newcastle Anglican the safety, health and wellbeing of our workers and the people we support is the highest priority.

Newcastle Anglican is committed to achieving and maintaining a proactive safety culture that aims to prevent work related injuries and ill health caused by physical and psychosocial hazards. Newcastle Anglican supports inclusive working environments that promote participation, collaboration, partnering, consultation and innovation.

2. Scope

This policy applies to the following Newcastle Anglican agencies:

Newcastle Anglican Churches (Ministry)	Samaritans	Anglican Care	Newcastle Anglican Schools	Newcastle Anglican Corporate
✓	✓	✓	✓	✓

3. Principles

Newcastle Anglican promotes an integrated and systematic approach to the management of safety and wellbeing that is fair and equitable and encompasses the following:

- a) setting health and safety objectives;
- b) fulfilling legal requirements;
- c) eliminating or minimising workplace hazards and risks;
- d) continual improvement of the health and safety management system; and
- e) consultation and participation of workers.

4. Definitions

Hazard: is a source or a situation with the potential for harm in terms of human injury or ill-health, damage to property, damage to the environment, or a combination of these.

Hazard identification: is the procedure used to identify situations that could lead to an incident.

Health: includes both physical and psychological health.

HSC: A consultative body established under the WHS Act. The committee's functions include facilitating cooperation between workers and the person conducting a business or undertaking to ensure workers' health and safety at work, and assisting to develop work health and safety (WHS) standards, rules and procedures for the workplace.

Officer: A person who makes decisions, or participates in making decisions, that affect the whole, or a substantial part, of a business or undertaking and has the capacity to significantly affect the financial standing of the business or undertaking. This is in line with the [Work Health and Safety Act 2011 \(NSW\)](#).

PCBU: A Person Conducting a Business or Undertaking has a primary duty to ensure the health and safety of workers while they are at work in the business or undertaking and others who may be affected by the carrying out of work, such as visitors.

Primary Duty is the paramount duty of a PCBU to ensure the health and safety of Workers and visitors while they perform work, are present or otherwise impacted by any work undertaken in a Workplace controlled by the PCBU.

Psychosocial hazards: at work are aspects of work and situations that may cause a stress response which in turn can lead to psychological or physical harm.

WHS: Work Health and Safety.

WHSMS: A workplace health and safety management system is a set of policies, procedures and plans that systematically manages health and safety at work and can help to minimise the risk of injury and illness from workplace operations.

Workers refers to all Newcastle Anglican workers, including Anglican Care, Samaritans and Newcastle Anglican Schools, Corporate and Ministry whether workers are full-time, part-time, permanent, temporary, casual or otherwise on an honorary, contractor, consulting and volunteer basis.

Workplace: Any place where a worker goes or is likely to be while work is carried out for a business or undertaking.

5. Application

Newcastle Anglican's safety culture is supported by our values: Compassion, Courage, Faith, Integrity, Justice, and Wisdom. Promoting a proactive culture where everyone is responsible for safety, health and wellbeing through our behaviours, our decision making and the way we conduct business.

The key behaviours that demonstrate an effective risk culture at Newcastle Anglican include:

- a) effective identification and management of risk;
- b) early escalation and timely resolution of risk matters;
- c) an open and transparent environment where all workers feel comfortable to speak up; and
- d) a commitment to learning and continuous improvement.

6. Roles and Responsibilities

Newcastle Anglican is committed to implementing and maintaining a Work Health and Safety Management System in consultation with workers which supports Newcastle Anglican's vision, values, and strategic goals. This will be achieved through the participation, co-operation and commitment of everyone in the workplace. It is the responsibility of all workers to ensure that they act in a safe and responsible manner, ensuring that they do not perform any action that will result in risk to their health or that of any other individual.

To enable us to fulfil this commitment Newcastle Anglican will:

- a) set measurable objectives to ensure continuous improvements in our organisation;
- b) provide a safe and healthy working environment;
- c) provide adequate resources, training, information, instruction, and supervision to workers and others to support their safety, health and wellbeing;
- d) ensure the business complies with all legislation relating to health and safety, codes of practice and other safety guidance material;
- e) promote and effectively manage incident and hazard reporting including psychosocial hazards through risk identification and management processes;
- f) eliminate or minimise all workplace hazards and risks as far as is reasonably practicable;
- g) consult with and involve workers on all matters relating to their health, safety and wellbeing;
- h) provide appropriate safety equipment and personal protective equipment where required;
- i) provide a suitable injury management and return to work program;
- j) drive the promotion of health and safety policies and procedures thus developing and maintaining a culture that encourages all staff to actively manage health and safety risks; and
- k) monitor and report compliance in accordance with the Risk Management Framework.

Officers are required to:

- a) exercise due diligence to ensure the Newcastle Anglican complies with its safety, health and wellbeing duty. This duty relates to the strategic, structural, policy and key resourcing decisions;
- b) be proactive and diligent in, and demonstrating a commitment to, health and safety matters across Newcastle Anglican;
- c) understand the nature and operations of the work and associated hazards and risks;
- d) apply the Safety, Health and Wellbeing policy and associated procedures effectively in their areas of responsibility and in doing so effectively assess risks and eliminate or minimise potential hazards; and
- e) acquire and keep up to date knowledge on work health and safety matters.

Workers are required to:

- a) take reasonable care for their own health and safety, as well as the health and safety of others meaning as a worker, you must take reasonable care of yourself and not do anything that would affect the health and safety of others at work;
- b) follow all procedures detailed within this policy and work health and safety specific and related procedures as maintained in the Newcastle Anglican Policy Library;
- c) participate in safety training as required including learning and development opportunities;
- d) use safety equipment and personal protective equipment (PPE) as instructed; and
- e) report all incidents including injuries and hazards as well as unsafe and unhealthy situations to your reporting manager and via our R3 reporting system.

7. Governance and Management

Safety, health and wellbeing is governed and managed via Newcastle Anglican's Risk Management Framework.

8. Information and Assistance

The Manager of Work Health and Safety can provide assistance with questions, clarification or advice via email whs@newcastleanglican.org.au

9. Legal and Policy Framework

9.1 Legislation

- [Work Health and Safety Act 2011 \(NSW\)](#)
- [Work Health and Safety Regulation 2017 \(NSW\)](#)

9.2 Standards

- [NSW Codes of Practice](#)
- [Code of practice – how to manage work health and safety risks](#)
- [Code of Practice: Managing psychosocial hazards at work](#)
- [Code of practice – Work health and safety consultation, cooperation and coordination](#)
- [State Insurance Regulatory Authority \(NSW\)](#)
- [AS/NZS ISO 31000:2018 Risk Management - Guidelines](#)
- [AS/NZS ISO 45001:2018 Requirements with guidance for use - Occupational health and safety management systems](#)

9.3 Policy Documents

- Risk Management Framework
- Consultation and Issue Resolution Procedure
- Health and Safety Committee – Terms of Reference
- Work Health and Safety Management System Guideline

10. Policy Governance

Tier	1
Process Owner	Executive Director Quality and Risk
Policy Owner	Executive Director Quality and Risk
Policy Approver	Diocesan Council
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