

# Work Health and Safety Review Report

## St Pius X High School Report – Adamstown

20/3/2015

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*CONFIDENTIAL REPORT*



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# 1. Background and review objectives

All Church organisations face risks that can affect the achievement of their objectives and their mission. Organisational risks are wide and varied and may include work health and safety issues, loss of/damage to assets, regulatory change, and inappropriate behaviour.

Under work health and safety (WHS) legislation and common law duty of care, employers are legally required to manage the risks associated with the running of their business. This entails taking adequate steps to minimise reasonably foreseeable risks. Addressing risks in a methodical manner ensures that important issues are not overlooked and that due diligence and duty of care are demonstrated. It is also good business practice.

A WHS Review was undertaken of the St Pius X High School on the 20<sup>th</sup> March 2015. In attendance was Peter Kirby (Catholic Church Insurance Ltd), Bob Emery (Principal), Michael Maher (WHS Committee Chairperson) and Mark Pearce (HSR). CCI has a license with WorkCover NSW to operate as a specialised worker's compensation insurer. A condition in this license, known as the OHS Loss Management Program, directs CCI to have a verification program in place whereby it reviews the work health and safety management systems (WHSMS) of its insured clients, as CCI are required to demonstrate to WorkCover NSW their clients in NSW have a WHSMS in place. CCI can use a variety of audit or review tools in order to do this and are required to use *AS4801 – Occupational Health and Safety Management Systems – Specification with Guidance for Use (AS4801)* as the basis of verifying clients WHSMS. The criteria for this review are based on the *AS4801*. The review included a review of paperwork (forms, records, policies and procedures) as well as discussions with key personnel.

The review served a number of purposes:

1. To gain appreciation of WHS issues at St Pius X High School.
2. To appreciate the extent that St Pius X High School meets their WHS legal obligations and to gauge the current level of WHS implementation.
3. To provide future assistance to St Pius X High School, if required.

This review process covered a brief/cursory review of selected WHS policies, procedures and other related documentation. It is the responsibility of the client, as a Person Conducting a Business or Undertaking, to conduct its own reviews, and subsequent updates, of WHS policies, procedures and related documentation.

CCI's Review program has been designed to assist insured clients identify and assess risk and risk controls inherent to their facility and operations. The program seeks to promote safety, security and legal compliance in the workplace and endeavour to protect the organisations

assets, people and reputation.

The Review program also encourages the development of practical risk management systems and helps clients substantiate their risk management systems are operational and working as intended.

The review program can assist organisations to:

- reduce the likelihood of incidents occurring and the potential consequences;
  - obtain better information for decision making;
  - defend a claim should one arise;
- enhance its ability to sustainably deliver services to, and achieve better outcomes for all workers, Officers, management, clients and the community.

## 2. General recommendation

St Pius X High School is to be complimented for its commitment and progress to date and is encouraged to continue developing and improving its WHS and risk management systems.

The recommendations are included after the comments, and should be seen in a positive light, as they provide St Pius X High School the opportunity to rectify or improve its WHS Management System. The way the St Pius X High School does this will be at its discretion – for instance, it may be beneficial to track the required updates using an action plan.

The recommendations are aimed at achieving minimum standards for the reduction of WHS risks associated with St Pius X High School. The review process has identified some risk and issues which require attention – these are highlighted throughout the report. Factors which will have an impact upon the decisions to be made include timeframes and the availability of resources, as well as other internal operations of St Pius X High School.

General guidance notes are included for each of the reports sections. These guidance notes can be referred to when St Pius X High School is next reviewing its WHS Management System to ensure that any updated policies/ procedures/processes still meet the requirements set out in AS4801.

CCI will continue to provide additional WHS services to the St Pius X High School to ensure the risk management and work health and safety processes continue to improve (as part of CCI's WHS Loss Management Program requirements with WorkCover NSW). We would welcome the opportunity to discuss with St Pius X High School the provision of further support in the implementation of any of the recommendations outlined in this report.

# 3.Results

The attached Question/Answer summary table indicates where recommendations for further improvements were made.

Question Ref	Question	Response (Y / N / N/A)	Comments / Recommendations / General Guidance
<b>Management Commitment</b>			
1	Do you have a current WHSMS?	YES	<p><b>Comment:</b> The WHSMS consists of a suite of related WHS policies, procedures and templates, which were verified at the time of the review. The WHSMS is made available on the schools website as well the R Drive. It consists of the following policies and procedures:</p> <ul style="list-style-type: none"> <li>• WHS policy- updated November 2014. The policy demonstrates the schools and management’s commitment to WHS as well as responsibilities outlined for staff. The policy was signed by the Principal and the Director of Schools and was verified at the review. <b>Recommendation:</b> for the signed copy to be scanned and placed on the schools website.</li> <li>• Reporting and issues resolutions flowchart- 2013</li> <li>• WHS goal 2015</li> <li>• WHS document control policy- 2013 &amp; Document Register</li> <li>• Addressing harassment and bullying in the workplace (CSO policy) 2010</li> <li>• Anti-bullying statement- 2013</li> <li>• Administering medicines policy- 2012</li> </ul>

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			<ul style="list-style-type: none"> <li>• Chemical safety management policy- 2013 (was scheduled for review at the end of 2014)</li> <li>• Child protection policy- 2013</li> <li>• Child protection procedures- 2012</li> <li>• Contractor safety management policy and procedures- 2012</li> <li>• Critical incident management policy- 2013</li> <li>• Electrical safety management policy and procedures- 2013</li> <li>• Excursion policy statement- 2008 (no next scheduled review time allocated)</li> <li>• Emergency procedures- 2015</li> <li>• Manual handling policy-2010 (policy was scheduled for review at the end of 2012)</li> <li>• Security- building and facilities- 2008 (to be reviewed as part of the 5 year SEVDEV cycle)</li> <li>• Visitors policy- 2013</li> <li>• Working alone policy and guidelines- 2013</li> <li>• Approved contractors list- updated February 2015</li> <li>• Contractor code of conduct/ induction checklist- 2013</li> <li>• External tutor code of conduct/ induction checklist- 2013</li> </ul>

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			<ul style="list-style-type: none"> <li>• Canteen volunteers induction checklist- 2013</li> <li>• CSO initial notification of injuries and disease form</li> <li>• SafeWork Australia Interpretive guidelines on the WHS Act and Officers</li> <li>• OHS self-assessment and performance reporting matrix- this is a very useful document which the CSO can promote to all its schools in better understanding what's required within a WHSMS as well as continuous improvement.</li> <li>• WHS duty of care checklists for staff/ coordinators/ school executive/ students/ parents &amp; visitors</li> <li>• WHS system performance review survey- 2013</li> <li>• WHS system performance review tool- 2013 (completed by the WHS committee each year)</li> <li>• Risk management tool</li> <li>• WHS induction checklist for new staff (includes contact details, WHS, facilities and welfare, first aid and emergencies, injury and illnesses, legislation, waste disposal)</li> </ul> <p><b><u>General Guidance:</u></b>  The organisation should adopt the 'Australian Standard AS/NZS 4801 Occupational Health and Safety Management Systems – Specification with Guidance for Use' as the preferred WHSMS structure and to further develop/enhance their current WHSMS. The WHSMS should enable an organisation to: 1. establish a WHS policy appropriate to the organisation, 2. carry out hazard identification, hazard/risk assessment and control of hazards/ risks arising from the</p>



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			<p>organisations past, existing or planned activities, products or services. 3. Identify the relevant legislative and regulatory requirements, 4. Identify priorities and set appropriate WHS objectives and targets, 5. Establish a structure and a WHS management plan to implement the policy and achieve objectives and targets, 6. Facilitate planning, control, monitoring, corrective action, auditing and review activities to ensure both that the policy is complied with and that the WHSMS remains appropriate, 7. Be capable of adapting to changing circumstances. Also refer to AS4801 'Guidance on the use of the specification for additional practical information in adopting AS4801 into an organisation WHSMS'.</p>
2	Does the school have documented WHS Policy that reflects Management's commitment to WHS?	YES	<p><b>Comment:</b> WHS policy- updated November 2014. The policy demonstrates the schools and management's commitment to WHS as well as responsibilities outlined for staff. The policy was signed by the Principal and the Director of Schools and was verified at the review.</p> <p><b>Recommendation:</b> <a href="#">for the signed copy to be scanned and placed on the schools website.</a></p> <p><b>General Guidance:</b> The organisation should develop a WHS Policy. The WHS policy should communicate the organisations commitment to health and safety and provide broad guidance for senior personnel within the organisation and employees/volunteers to perform their work safely and without risks to their health and safety. It is recommended the policy be developed in consultation with workers and once implemented, be reviewed at regular intervals, i.e. every 2 or 3 years. The Policy should be endorsed by the Officer(s) of the organisation.</p>

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<b>WHS Responsibility &amp; Accountability</b>			
3	Has the school identified who holds the various duties and legal obligations?	YES	<p><b>Comment:</b></p> <p>It was advised that WHS updates are provided through the CSO Principals gatherings and through the CSO WHS Manager. Information is then filtered through the WHS Committee and through briefings at the staff meetings/ memos. Newsletters received through the CSO which are also provided to staff.</p> <p>The Principal regularly views WorkCover NSW and SafeWork Australia website for updates.</p> <p>There is no Legal Compliance Register in place, however this was assumed that the CSO would have this in place, based on its SEVDEV audits.</p> <p><b>General Guidance:</b></p> <p>The organisation should ensure they have access to legislative information that will assist them to fulfil their WHS duties and obligations, including the ability to develop a WHSMS. This information should be maintained and made accessible to all workers in the organisation. See reference list within the Appendices for free sources of WHS information, including updates.</p>
4	Has the school duty holders received appropriate training?	YES	<p><b>Comment:</b></p> <p>The Principal has attended IEU/ CSO/ and other organisations WHS and Due Diligence training. It was advised that all Principals have received training at the CSO on WHS Officer Due Diligence.</p> <p>It was advised that the CSO is yet to advise Officer structure as they are waiting on the Diocese's position.</p> <p><b>Recommendation:</b> <a href="#">CCI to follow up with CSO as to WHS Officer Due Diligences resources/</a></p>

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			<p><a href="#">training opportunities available to the CSO/ Principals.</a></p> <p><b>General Guidance:</b>  The organisation should establish, implement and maintain procedures for identifying training needs of all workers. This process will then assist the organisation with developing a WHS training programme which incorporates the following: a) a training needs analysis to identify appropriate training needs; b) WHS training competency assessments; c) a verification process to ensure that contractors have received appropriate training; d) WHS training courses (tailored on organisations business operations and mandatory/ statutory training requirements) may include conducting risk assessments, incident/ hazard reporting and investigation, consultation, safe operating procedures, use of personal protective equipment, emergency response, first aid, working at heights, manual handling, asbestos, food safety, infection control etc. e) induction policy/ procedure which provides an overview as to WHS related training and competency assessments (if required) of all new workers; f) Training documentation/ records management procedures. Management are responsible for determining the level of experience, competence and training necessary to ensure the capability of personnel. WHS competencies could be developed in different ways, including using existing regulatory or statutory, industry or training organisation competency standards.</p>
5	Is WHS accountability evident in the development and allocation of positions with defined WHS roles & accountabilities that includes WHS performance and WHS reporting requirements for all workers and all tiers of management?	YES	<p><b>Comment:</b>  St Pius X High School’s resources WHS via the following:</p> <ul style="list-style-type: none"> <li>• Time is allocated for the HSR to undertake duties,</li> <li>• Time is allocated for WHS Committee to meet each term to meet and to undertake duties.</li> <li>• Time is allocated for staff to attend WHS-related training and to undertake inspections.</li> <li>• Time is allocated for staff to meet twice per term. WHS is a standing agenda item at</li> </ul>

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			<p>these meetings.</p> <ul style="list-style-type: none"> <li>Financial resources allocation is provided through ongoing Professional Development opportunities as well as through the maintenance budgets in place.</li> </ul> <p>WHS accountabilities are included as the following:</p> <ul style="list-style-type: none"> <li>WHS responsibilities are included within the WHS related policies; duty of care statements are available online which includes responsible staff/ coordinators/ Principal and Schools Executive (includes DD duties)/ student safety/ parents and visitors.</li> </ul> <p><b>General Guidance:</b> The successful implementation of a WHSMS calls for the allocation of appropriate resources and the commitment of all workers. WHS resources and responsibilities therefore should not be seen as confined to the WHS function, but may also include other areas of the organisation, such as operational management or other staff functions. The organisation should incorporate WHS responsibilities into workers position descriptions. This will ensure workers are aware of their WHS responsibilities, hold workers accountable for WHS matters and embedded WHS within normal business practice.</p>
6	Does your school have a plan (with measurable objectives and targets) which monitors and reviews the WHSMS as well as the management of identified WHS risks and deficiencies?	YES	<p><b>Comment:</b> There is a WHS Plan in place which is developed following the previous year's WHSMS Review. The WHS plan was verified at the time of the review and is available on the schools website.</p> <p><b>General Guidance:</b> The organisation should develop a WHS plan that outlines how the organisation's WHS objectives and targets will be achieved, including time-scales and personnel responsible for implementing the organisation's WHS policy. Commence analysing data from existing health and safety and risk management activities, such as incident reports, site inspections, maintenance reports, risk registers, team meetings and transfer this information into a risk</p>

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			<p>control/ due diligence register. A WHS plan and a risk control/due diligence register should assist the organisations 'officers' in satisfying their WHS and due diligence duties as specified within the WHS Act 2011. It is a requirement under the Work Health and Safety Act 2011 that organisational leaders need to be aware of the core WHS risks and have a plan in place to address these risks. A well-defined WHS Plan will go a long way to ensuring officer due diligence compliance.</p>
7	Do you have a WHSMS review or audit program to measure and report the WHSMS implementation?	YES	<p><b>Comment:</b> There is a WHSMS review program in place. This includes an annual staff survey as well as a committee focused annual WHSMS Performance Review Tool. This includes a desk-top audit as well as a walk-around where the committee questions staff regarding implementation. Verified the review programme and the 2014 report as part of the review. A copy of the review report is made available to all staff.</p> <p>Verified CSO WHS review report (school registration 2013) as part of the review.</p> <p><b><u>General Guidance:</u></b> The organisation should establish, implement and maintain a WHSMS audit program to be carried out by a competent person. The audit program should cover the following: a) the activities and areas to be considered in audits, b) the frequency of audits, c) the responsibilities associated with managing and conducting audits, d) the communication of audit findings, e) auditor competence, f) how audits will be conducted. Once the audit program has been finalised the organisation should then commence reviewing the effectiveness of the WHSMS at defined intervals, two yearly at a minimum. The scope of the review should be comprehensive, though not all elements of a WHSMS need to be reviewed at once and the review process may take place over a period of time. WHSMS audits should take into account the results of previous audits to verify compliance with the organisations WHS management plan. The results of WHS</p>

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			audits should be provided to senior management and discussed with workers. Implement recommendations/changes contained within the audits and monitor their effectiveness. The review of the WHSMS is to be documented and filed. Reviews should cover: a) results from audits, b) the extent to which objectives and targets have been met, c) the continuing suitability of the WHSMS in relation to changing conditions and information, d) concerns of relevant interested parties, e) health and safety performance reports, f) incident/ hazard reports, g) statutory WHS performance, h) corrective action reports, i) changes to regulatory requirements, j) changes to WHS standards, k) community expectations. Management reviews should also cover effectiveness of the WHSMS officer due diligence framework to ensure that officers due diligence duties are being met.
8	Does your school measure the WHS performance of all workers and management?	NO	<p><b>Comment:</b> It was advised that at present there is nothing currently in place to measure WHS performance of staff, however this would be undertaken as part of ongoing school needs or following an incident.</p> <p><b>Recommendation:</b> please see <a href="#">General Guidance note below for advice in formalising WHS performance reviews</a>. It was also discussed during the review that the schools Coordinators could incorporate these WHS performance reviews within their existing teacher meeting schedules.</p> <p><b>General Guidance:</b> It is important that the key WHS management systems accountabilities and responsibilities are well defined and communicated to the relevant workers. Workers should then be measured against their WHS performance to ensure that the organisations WHSMS is understood and implemented. Worker performance appraisals and reviews against position descriptions are forums to measure WHS performance.</p>

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<b>WHS Consultation</b>			
9	Are there agreed and documented WHS Consultation arrangements in place to ensure all workers have opportunities to raise and/or discuss WHS concerns and issues as well as have WHS issues and decisions communicated to them?	YES	<p><b>Comment:</b></p> <p>The agreed consultation arrangement at St Pius X is a Health and Safety Representative (HSR) and the WHS Committee.</p> <p>The staff elected the HSR in 2012. The HSR has attended the initial 5 day HSR training, along with annual refreshers undertaken each subsequent year. The HSR is also on the WHS Committee which meets once per term.</p> <p>WHS is also discussed at staff meetings.</p> <p><b>Recommendation:</b> whilst there is a notice on display highlighting the HSR, there is no signage available to highlight who is on the WHS Committee.</p> <p><b>General Guidance</b></p> <p>The participation of workers and their input to the WHS decision making process is fundamental to the successful implementation and sustainability of an effective WHSMS. It is a legislative requirement that workers are provided adequate opportunity to participate in WHS matters relevant to their work, including hazard inspections and changes to policies and workflow. WHS should be a standard item on staff agendas and management meetings. This provides the opportunity to discuss the relevant issues and prioritise accordingly. The organisation should arrange regular meetings/ forums whereby all workers can meet to discuss regular updates to health and safety, as this will also assist the organisation with its legislative obligations in consultation and officer due diligence. The organisation can then utilise this forum to report back to the workers and the HSRs or WHS committees (if applicable) as to WHS actions taken</p>

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			on reported incidents/ hazards/ injuries etc. which will assist in WHS corrective actions to prevent recurrences.
10	Does the school have an agreed procedure for issue resolutions at a workplace?	YES	<p><b>Comment:</b></p> <p>Verified the Issues Resolutions flowchart available, which includes the process for Notifiable Incidents. At present there is no Issues Resolutions procedure available.</p> <p><b>Recommendation:</b> to move the asterisks from the “WHS Helpdesk” to the “Risk Assessment” section as this is better reflects the process required for logging WHS tasks/ completing risk assessments.</p> <p><b>General Guidance</b></p> <p>The issue resolution procedure needs to explain how feedback is provided to its workers. The requirement to report progress will tend to encourage action by the responsible parties to resolve matters in a timely fashion. Similarly, where matters are complex and difficult to resolve, workers are more likely to understand the reason for delays. Relying on health and safety committee meeting minutes to communicate information may not always be appropriate. Sometimes information needs to be conveyed more regularly than the frequency of meetings.</p>
11	Is there a consultation process for consulting with contractors, volunteers and relevant others?	YES	<p><b>Comment:</b></p> <p>Volunteers are taken through an induction programme, as verified with the canteen coordinator. This includes WHS overview, as well as safe food handling and hygiene practices.</p> <p>Contractors- induction programme is conducted by the Principal. There is a Contractors Procedure and Code of Conduct. Verified Approved Contractor List as part of the review. This includes the verification of Certificates of Currency and SWMS for higher risk work.</p>



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			<p><b><u>General Guidance</u></b></p> <p>There should be a formal process for the management of contractors and volunteers. For contractors - This should include all "trades" used regularly by the organisation e.g. plumbers, electricians, cleaners etc. This process should include how contractors are engaged, how their credentials are confirmed, contractor supervision, contractor obligations and responsibilities, how safe work method statements are developed, emergency procedures, requirements for induction and contractor evaluation. For volunteers - There should be a formal process for the selection and management of volunteers. The process should include planning volunteer activities, recruitment, background checks, induction, training, and supervision of volunteers. Reference Workcover NSW Code of Practice – WHS Consultation, cooperation and coordination Jan 2012.</p>

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<b>WHS Risk Management Systems</b>			
12	Does your school have a systematic and documented WHS risk management system to identify, assess, control, monitor and review actual and foreseeable hazards and risks, as well as situations (including emergencies) which have the ability to cause harm to people and property? Also Are risks minimised to health and safety using the Hierarchy of control measures?	YES	<p><b>Comment:</b> St Pius X High school has effective risk management processes in place, consisting of the following:</p> <ul style="list-style-type: none"> <li>• Hazard notification process is managed via the online help desk. <b>Recommendation:</b> consider running reports on reported issues to then be discussed at the WHS Committee meetings for trends analysis.</li> <li>• CSO Initial injury notification form- covers students, staff, volunteers, contractors, visitors etc.</li> <li>• Excursion Risk Management Policy and Risk Management Assessments were verified at the time of the review (2014 Ski Trip). <b>Recommendation:</b> include section for monitoring and reviewing.</li> <li>• Fire equipment is being inspected and tagged every 6 months, last date September 2014</li> <li>• Electrical testing and tagging is currently on a varying cycle from 12 months to 5 years. A testing and tagging register is available in the office.</li> <li>• The local council undertakes annual inspections. Located within the canteen are visual reminder posters for safe food handling and hygiene practices.</li> <li>• There are monitored security alarms in operation throughout the school.</li> <li>• Previous asbestos inspections occurred in 2009 and 2012. Some asbestos is located</li> </ul>

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			<p>across the facilities, however it is deemed low risk. Reinspections are due in 2015. A copy of the asbestos management plan is located in the office.</p> <ul style="list-style-type: none"> <li>• Site based hazard inspections are scheduled twice per year. Verified inspection records as part of the review.</li> <li>• For students with special needs the information is sought from the Primary Schools and the parents on the needs of the student. The CSO provides assistance with undertaking relevant assessments and necessary plans such as behaviour management plans.</li> <li>• Cash handling risks are managed well, in that couriers are used for collection and banking. There is also a safe located in the office.</li> </ul> <p>Items noted during the site inspection:</p> <ul style="list-style-type: none"> <li>• Annual fire safety statement was unable to be located.</li> <li>• Certificates of Plant for the lifts were unable to be located.</li> <li>• Evacuation and lockdown procedures were not on display in classrooms.</li> <li>• The hospitality room requires a larger first aid kit sign; as does the canteen.</li> <li>• Kitchen knives are stored above the sinks in the hospitality room; there is the potential for knives to slip out of 'wet' hands and/or fall in close proximity to where students may be washing up.</li> <li>• Safety Data Sheets were not easily identifiable within the hospitality or maintenance areas.</li> </ul>

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			<ul style="list-style-type: none"> <li>• The maintenance area first aid kits require updating.</li> <li>• Ensure a 1 metre radius exists around all fire equipment and the emergency showers.</li> <li>• Gas/ electrical shutoff switches within the science labs and TAS rooms require signage.</li> <li>• Relocate mops and brooms out of the TAS welding areas.</li> <li>• ‘On-guard’ system JSA’s are required in the metal room.</li> <li>• TAS room storage cabinet for flammable goods was found unlocked.</li> </ul> <p><b><u>General Guidance:</u></b></p> <p>1. The organisation should undertake to develop and implement a WHS risk management system to identify, assess and manage identified and potential hazards and risks associated with its operations. A WHS risk management system will allow the organisation to demonstrate compliance with the WHS Act including the associated officer due diligence requirements. 2. Develop a program for inspections throughout the organisation. The organisation should undertake a risk identification exercise on potential operational hazards. This enables controls to be identified as well as provides the officers with an overview as to the more significant risks of the organisation, assisting with due diligence compliance. 3. Develop a risk assessment policy and procedure with a standard risk assessment template that includes consequence and likelihood. 4. Include the hierarchy of risk control in risk assessment policy and procedure. 5. Conduct Risk Assessments for all areas and plant and equipment. 6. Include and implement a formalised approach to reviewing and evaluating risk control measures as part of the risk management process. Determine the high risk activities and operations of the organisation and develop appropriate WHS procedures to manage associated risks. For those activities or operations that do not have WHS procedures or guidelines, either develop, or source these and modify them accordingly. Compile a list of hazards and WHS issues that may be associated with your operations. If they are associated with your operations, they should be managed systematically. This would include frequent monitoring of these via the use of an inspection</p>

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			checklist or other means, as well as developing policies, procedures (including safe work procedures), risk assessments, etc. that take into account the risks and risk controls associated with these hazards and issues.
13	Does the WHS risk management system extend to the intended purchase of new equipment and services, as well as the design of new work environments, new work activities and new construction, as well as refurbishment or demolition of existing buildings?	YES	<p><b>Comment:</b> WHS extends to the purchase of new equipment and the design of new working environments as discussed with the stage 1 theatre building programme. As well as with the selection and associated training of the Elevated Work Platform.</p> <p><b>General Guidance</b> Risk management processes need to consider the WHS impacts of new equipment and services that may be brought into the organisation. Effective research and consultation with those affected should occur to identify any potential WHS risks. Design policies/ procedures should be sourced/ developed for organisations undertaking changes to the working environments, e.g. new construction or demolition works. Policies/ procedures should provide guidance materials on risk identification and control, contractor engagement, and workers consultation arrangements.</p>
14	Does your school have processes in place to provide information, training & instruction to workers?	YES	<p><b>Comment:</b> The WHS-related training courses nominated for staff to participate in include:</p> <ul style="list-style-type: none"> <li>• Heights training for groundsmen</li> <li>• Training for Elevated Work Platform</li> <li>• Chemicals Safety Training- leaders of all faculties as well as previous training for all staff.</li> <li>• First aid (asthma/ Defibrillator/ CPR/ anaphylaxis)</li> <li>• Manual handling training- previously around 2010/11.</li> </ul>

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			<ul style="list-style-type: none"> <li>• Fire safety training- 2010</li> </ul> <p>There is a training register in place and is used to monitor when refreshers are due.</p> <p><b><u>General Guidance</u></b>  The organisation should establish, implement and maintain procedures for identifying training needs of all workers. This process will then assist the organisation with developing a WHS training programme which incorporates the following: a) a training needs analysis to identify appropriate training needs; b) WHS training competency assessments; c) a verification process to ensure that contractors have received appropriate training; d) WHS training courses (tailored on organisations business operations and mandatory/ statutory training requirements) may include conducting risk assessments, incident/ hazard reporting and investigation, consultation, safe operating procedures, use of personal protective equipment, emergency response, first aid, working at heights, manual handling, asbestos, food safety, infection control etc. e) induction policy/ procedure which provides an overview as to WHS related training and competency assessments (if required) of all new workers; f) Training documentation/ records management procedures. Management are responsible for determining the level of experience, competence and training necessary to ensure the capability of personnel. WHS competencies could be developed in different ways, including using existing regulatory or statutory, industry or training organisation competency standards.</p>
15	Are workplace facilities – layout, lighting, floor and other surfaces, atmospheric conditions etc conducive to a safe and healthy working environment?	YES	<p><b>Comment:</b></p> <p>During the walk around most of the workplace facilities and conditions such as layout, lighting, flooring and atmospheric conditions were seen to be conducive to a safe working environment. However the two maintenance areas were found to be very dusty as there appears to be little fresh air entering these areas (being underground and locked). It was advised that the</p>

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			<p>maintenance staff use these areas for their lunch breaks.</p> <p><b>Recommendation:</b> for the maintenance staff to cease using these areas for their associated breaks and use other existing staff lunch rooms available.</p> <p><b>General Guidance</b>  The organisation should establish, implement and maintain procedures for identifying training needs of all workers. This process will then assist the organisation with developing a WHS training programme which incorporates the following: a) a training needs analysis to identify appropriate training needs; b) WHS training competency assessments; c) a verification process to ensure that contractors have received appropriate training; d) WHS training courses (tailored on organisations business operations and mandatory/ statutory training requirements) may include conducting risk assessments, incident/ hazard reporting and investigation, consultation, safe operating procedures, use of personal protective equipment, emergency response, first aid, working at heights, manual handling, asbestos, food safety, infection control etc. e) induction policy/ procedure which provides an overview as to WHS related training and competency assessments (if required) of all new workers; f) Training documentation/ records management procedures. Management are responsible for determining the level of experience, competence and training necessary to ensure the capability of personnel. WHS competencies could be developed in different ways, including using existing regulatory or statutory, industry or training organisation competency standards.</p>
16	Is there evidence of hazardous manual tasks being managed?	YES	<p><b>Comment:</b></p> <p>St Peter’s utilises the following manual handling aides:</p> <ul style="list-style-type: none"> <li>• Trolleys</li> <li>• Ramps</li> </ul>

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			<ul style="list-style-type: none"> <li>• Lifts</li> <li>• Step ladders available</li> </ul> <p>It was noted that previous manual handling training has been provided around 2010/11.</p> <p><b><u>General Guidance</u></b>  Develop a program for inspections throughout the organisation. The organisation should undertake a risk identification exercise on potential operational hazards. This enables controls to be identified as well as provides the officers with an overview as to the more significant risks of the organisation. Risk controls may initially involve using short term, interim measures whilst a long term solution is developed. To implement the most effective risk controls, you should: <ul style="list-style-type: none"> <li>• allow workers to trial solutions before decisions are made to make the solution permanent</li> <li>• review controls after an initial testing period, as they may need modification</li> <li>• develop work procedures to ensure that controls are understood and responsibilities are clear</li> <li>• communicate the reasons for the change to workers and others</li> <li>• provide training to ensure workers can implement the risk controls for the task competently (ensure training records are kept)</li> <li>• ensure that any equipment used in the manual task is properly maintained (maintenance records) Also, there should be safe work method statements on how to perform manual tasks safely.</li> </ul> </p>
17	Is there evidence of electrical risks being managed?	YES	<p><b>Comment:</b>  Electrical testing and tagging is currently on a varying cycle from 12 months to 5 years. A testing and tagging register is available in the office.</p> <p><b><u>General Guidance</u></b>  There are a number of steps an organisation should do to manage the risks to health and safety associated with electrical risks at the workplace, including: <ul style="list-style-type: none"> <li>• Ensure power circuits are protected by the appropriate rated fuse or circuit breaker to prevent overloading.</li> <li>• If the circuit keeps overloading, don't increase the fuse rating as this creates a fire risk due to overheating</li> </ul> </p>



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			<p>instead ensure the circuit is not re-energised until the reason for the operation has been determined by a competent person (an electrician). • Arrange electrical leads so they will not be damaged. So far as is reasonably practicable, avoid running leads across the floor or ground, through doorways and over sharp edges, and use lead stands or insulated cable hangers to keep leads off the ground. In many workplaces, cable protection ramps are used to protect cables. • Don't use leads and tools in damp or wet conditions unless they are specially designed for those conditions. • Ensure circuits where portable electrical equipment can be connected are protected by appropriate RCDs (as required by the WHS Regulations) that are properly tested and maintained. • If RCDs, circuit breakers or other over current protective devices including fuses are triggered into operation, ensure circuits are not re-energised until the reason for the operation has been determined by a competent person. • Ensure RCDs are effective by regular testing. • Ensure electrical equipment is tested and tagged in line with AS/NZS 3760:2010</p>
18	Are hazardous substances being used and stored in line with legislative requirements?	NO	<p><b>Comment:</b>  Verified Chemical Safety Management Policy as part of the review.</p> <p>Flammable chemicals cabinets were found to be unlocked.</p> <p>Safety Data Sheets were not easily identifiable across the school in areas where chemicals are being stored.</p> <p><b>Recommendation:</b> for management to review how chemicals are being stored across the school and ensure the hazardous chemicals are being stored in the locked cabinets. Safety Data Sheets should also be easily identifiable and available where chemicals are being stored.</p> <p><b>General Guidance</b>  The hazardous substance register is a list of the product names of all hazardous chemicals used, handled or stored at the workplace accompanied by the current Safety Data Sheets (not more</p>

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			<p>than five years old) for each hazardous substance listed. It must be updated as new hazardous substances are introduced to the workplace or when the use of a particular hazardous substance is discontinued. A hazardous substance manifest is different from a register. A manifest is a written summary of specific types of hazardous chemicals with physicochemical hazards and acute toxicity that are used, handled or stored at a workplace. A manifest is only required where the quantities of those hazardous chemicals exceed prescribed threshold amounts. It contains more detailed information than a register of hazardous chemicals as its primary purpose is to provide the emergency services organisations with information on the quantity, classification and location of hazardous chemicals at the workplace. It also contains information such as site plans and emergency contact details. The manifest must comply with the requirements of Schedule 12 of the WHS Regulations and it must be updated as soon as practicable after any change to the amount or types of chemicals being used, stored, handled or generated at the workplace (refer to the Workcover catalogue: SC01385 Notification of dangerous goods on premises guide) WHS Regulations Section 344 also states a consumer product and it is reasonably foreseeable that the hazardous chemical will be used at the workplace only in:</p> <ul style="list-style-type: none"> <li>• quantities that are consistent with household use, and</li> <li>• a way that is consistent with household use, and</li> <li>• a way that is incidental to the nature of the work carried out by a worker using the hazardous chemical.</li> </ul>
19	Are there processes in place to manage plant & equipment?	YES	<p><b>Comment:</b></p> <p>There is a Preventative Maintenance Program (with budget allocation) that assists with the ongoing servicing of equipment and the maintenance of the facilities.</p> <p>During the walkthrough the condition of the buildings and its equipment was found to be in good condition.</p> <p><b><u>General Guidance</u></b></p> <p>Ensure risk assessments are conducted for all plant and equipment and safe work method statements are developed. Control measures must be maintained so that they continue to protect workers and other people from the hazards associated with plant. The control</p>

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			measures must be: fit for purpose, suitable for the nature and duration of the work, and installed, set up and used correctly (Code of Practice – Managing the risk of plant in the workplace 2014)
20	Does Plant & Equipment have guarding as required?	YES	<p><b>Comment:</b> Equipment located within the TAS rooms, such as drop saws, sanders, drill press and bandsaws were found to have adequate guarding in place and in good condition.</p> <p>Adequate demarcation lines were painted around the TAS equipment.</p> <p><b>General Guidance:</b> A guard is a physical or other barrier that can perform several functions, including: • preventing contact with moving parts or controlling access to dangerous areas of plant • screening harmful emissions such as radiation • minimising noise through the application of sound-absorbing materials, and • preventing ejected parts or off-cuts from striking people. Referenced from (COP – Managing the risk of plant in the workplace 2014) Guarding must: • be of solid construction and securely mounted so as to resist impact or shock • prevent by-passing or disabling of the guard • not create a risk in itself (for example it must not obstruct operator visibility, weaken the plant, cause discomfort to operators or introduce new hazards such as pinch points, rough or sharp edges) • be properly maintained • control any risk from potential broken or ejected parts and work pieces • allow for servicing, maintenance and repair to be undertaken with relative ease, and • if guarding is removed the plant cannot be restarted unless the guarding is replaced. Referenced from (WHS Regulations section 208 and Code of Practice – Managing the risk of plant in the workplace 2014 page 21)</p>
21	Is plant and equipment on a regular cycle of preventative maintenance?	YES	<p><b>Comment:</b> There is a Preventative Maintenance Program (with budget allocation) that assists with the ongoing servicing of equipment and the maintenance of the facilities.</p> <p>During the walkthrough the condition of the buildings and its equipment was found to be in</p>

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			<p>good condition.</p> <p><b><u>General Guidance</u></b>  Plant must be maintained and repaired according to the manufacturer’s specifications or, in the absence of such specifications, in accordance with a competent person’s recommendations. Plant should be isolated before maintenance or cleaning commences. Where plant is isolated and plant shutdown will result, any total or partial shutdown should not allow a hazardous situation to be created. Isolated or disengaged plant should: • not hinder or interfere with the operation of any other plant • have guards in place where a risk of injury is identified, and • not obstruct access. A process should be put in place to enable effective communication and consultation with affected workers and other persons conducting a business or undertaking to prevent any risk to health and safety arising from restarting the operation of the plant which has been shut down due to inspection, maintenance or cleaning. Where plant cannot be isolated, methods to prevent accidental operation must be implemented. The work should be carried out under controlled procedures to allow for maintenance and cleaning without risk to the health and safety of the person performing the work.</p>

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<b>Emergency &amp; Incident Preparedness &amp; Response</b>			
22	Are there emergency response plan(s) in place to manage a variety of emergency scenarios?	YES	<p><b>Comment:</b> Verified the following procedures available:</p> <ul style="list-style-type: none"> <li>• Fire evacuation (includes key personnel duties)</li> <li>• Bomb threat</li> <li>• Lock down (includes key personnel duties)</li> <li>• Earthquake</li> </ul> <p>Emergency evacuation diagrams were identified as part of the walk around.</p> <p><b>Recommendation:</b> <a href="#">Evacuation and lockdown procedures are to be displayed across the school.</a></p> <p>In addition the CSO has released a draft updated Critical Incident Response Plan for comment.</p> <p><b>General Guidance</b> The organisation should identify and assess the likelihood of situations that require an emergency response. Emergency response procedures and evacuation plans should be developed based on the identified emergency scenarios. For properties that are located in geographical areas that are prone to natural disasters (high risk areas) specific safety information and emergency contacts should be included within the emergency response procedures. Copies of the emergency response procedures and evacuation plans should be on display and made available to all workers. Evacuation exercises should be conducted on a regular basis, annually at a minimum. Emergency equipment, exit signs and alarm systems, etc. are also tested for their appropriate suitability and frequency. Ensure training and evacuation records drills (as well as evaluations of the effectiveness of the drills) are implemented and</p>

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			maintained. Reference: Australian Standard 3745-2010 Planning for emergencies in facilities.
23	Is there a first aid process in place that considers first aid procedures and facilities relevant to the workplace risk?	YES	<p><b>Comment:</b></p> <p>The nominated First Aiders are identified on the schools website.</p> <p>First aid kits were verified across the school facilities. It is the Administrative staff responsibility to ensure the kits are up-to-date.</p> <p>Sick Room was inspected as part of the review; Students allergy information was verified in the staff office.</p> <p><b>General Guidance:</b></p> <p>The organisation should develop first aid procedures that satisfy requirements of the working environment. Consideration also should focus on the necessity of trained first aid officers, or the identification of nearest first aid officers (e.g. neighbouring workplace or medical centre), acquisition of first aid kit and the appropriate storage location of the first aid supplies.</p> <p>Reference - Code of Practice first aid in the workplace July 2014</p>
24	Is there a process in place for identifying when all medical management competencies are due for renewal for all staff?	YES	<p><b>Comment:</b></p> <p>First aid training is provided at St Pius X. In addition training is provided for the following medical management areas: asthma/ Defibrillator/ CPR/ anaphylaxis.</p> <p>There is a training register in place and is used to monitor when refreshers are due.</p> <p><b>General Guidance</b></p> <p>The organisation should establish, implement and maintain procedures for identifying training needs of all workers. This process will then assist the organisation with developing a WHS training programme which incorporates the following: a) a training needs analysis to identify</p>

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			<p>appropriate training needs; b) WHS training competency assessments; c) a verification process to ensure that contractors have received appropriate training; d) WHS training courses (tailored on organisations business operations and mandatory/ statutory training requirements) may include conducting risk assessments, incident/ hazard reporting and investigation, consultation, safe operating procedures, use of personal protective equipment, emergency response, first aid, working at heights, manual handling, asbestos, food safety, infection control etc. e) induction policy/ procedure which provides an overview as to WHS related training and competency assessments (if required) of all new workers; f) training documentation/ records management procedures.</p>

Question Ref	Question	Response (Y / N / N/A)	Comments / Recommendations / General Guidance
<b>WHS Reporting, Incident Investigation &amp; Corrective Action</b>			
25	Is there a process for reporting incidents (including notifiable) incidents to the CSO and/or to WorkCover?	YES	<p><b>Comment:</b> Reporting and Issue Resolution Flowchart verified.</p> <p>Verified CSO Injury Notification Form which is available for general workplace injury notification to the CSO.</p> <p><b>General Guidance</b> The organisation should formalise hazard and incident reporting processes and provide appropriate training for staff. Such reported WHS and other risk information should be collected and provided to the senior management or officers for review, investigation and correction of WHS deficiencies.</p>
26	Is there a process to record, evaluate and investigate reported hazards, incidents, injury & disease and claims in order to prevent their recurrence?	YES	<p><b>Comment:</b> Verified CSO Injury Notification Reporting Form which is being used well, in addition investigations are occurring for the higher risk related incidents.</p> <p><b>Recommendation:</b> To utilise the WHS Committee to undertake trends analysis for workplace incidents, hazards and injuries etc to prevent recurrences with feedback to then be included in the meeting minutes.</p> <p><b>General Guidance</b> Implement an incident and accident investigations policy and procedure that includes a proforma that should be used to ensure the outcomes of an incident or accident are reviewed within the organisations risk management context. Staff meetings and/or WHS committee meetings can be used as forums to review reported deficiencies and identify controls which</p>



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			assist in preventing recurrences.
27	Do workers know how to identify if an incident is a WorkCover Reportable Incident and are there processes in place for managing a WorkCover Reportable Incident?	YES	<p><b>Comment:</b> Information is available on the schools website to advise staff that some incidents may be require notification to WorkCover NSW.</p> <p><b><u>General Guidance</u></b> The WHS Act 2011 Part 3 section 35 stipulates that a notifiable incident means; a. The death of a person, or b. A serious injury or illness of a person, or c. A dangerous incident Note: for further guidance on the definitions please refer to the WHS Act 2011 Part 3 ‘incident notification’ The WHS Act 2011 Part 3 section 38 stipulates that a person conducting a business or undertaking must ensure that the regulator (Workcover) is notified immediately after becoming aware that a notifiable incident arising out of the conduct of the business or undertaking has occurred. The notification must be given in the fastest possible means. Workcover contact details - Ph: 13 10 50.</p>

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<b>Document Control and WHS Records</b>			
28	Are there procedures to record, distribute and manage relevant WHS information and records?	YES	<p><b>Comment:</b> Verified Document Control Register, which includes hyper-links to the relevant WHS documents.</p> <p><b>General Guidance</b> Develop a WHS procedure to record, distribute and manage relevant WHS information such as legislation, codes of practice, regulatory updates etc. Develop a WHS records management procedure to assist the organisation with identifying and storing WHS records accordingly. WHS records may include: a) WHS training records b) safe-work permits c) equipment information d) inspection records e) contractor and supplier information f) incident/ hazard/ near miss reports and investigations g) audit results h) management reviews. This procedure should incorporate the means of identification, collection, indexing, filing, storage, maintenance, retrieval, retention disposition and access of pertinent WHS documentation and records. It should also include how and when documents will be reviewed as well as version control procedures to avoid duplicated versions being accessible. The level of documentation will vary depending on the size and complexity of the organisation. For smaller organisations a centralised WHSMS may be sufficient where larger/ more complex/ high risk organisations may benefit from a structured electronic WHSMS that is accessible across various sites and programs.</p>

Question Ref	Question	Response (Y / N / N/A)	Comments / Recommendations / General Guidance
<b>WHS Training</b>			
29	Are new workers inducted in your organisation's WHSMS including their individual responsibilities?	YES	<p><b>Comment:</b> Volunteers and contractors induction programmes are in place.</p> <p>Verified new staff WHS induction checklist which covers WHS policy and procedures, reporting, emergency management etc.</p> <p><b>General Guidance</b> An induction needs to be carried out for each new worker. Workers need to be provided with the information, instruction, training and supervision necessary for them to carry out their job safely. The induction must be undertaken to the appropriate level for each worker as determined to be reasonably practicable. The induction should also include general health and safety training and risk management in the workplace, arrangements for the reporting of safety hazards and injuries and how safety and health information can be accessed. Consider developing a new staff induction handbook which will assist in centralising induction processes and procedures. Refresher training packages should also be provided on a regular basis, as determined. Evidence that induction training has been carried out should also be maintained.</p>
30	Is there a training program in place to identify training needs, deliver the WHS training requirements of workers and to develop and maintain their WHS competencies?	YES	<p><b>Comment:</b> The WHS-related training courses nominated for staff to participate in include:</p> <ul style="list-style-type: none"> <li>• Heights training for groundsmen</li> <li>• Training for Elevated Work Platform</li> <li>• Chemicals Safety Training- leaders of all faculties as well as previous training for all staff.</li> <li>• First aid (asthma/ Defibrillator/ CPR/ anaphylaxis)</li> </ul>

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			<ul style="list-style-type: none"> <li>• Manual handling training- previously around 2010/11.</li> <li>• Fire safety training- 2010</li> </ul> <p>There is a training register in place and is used to monitor when refreshers are due.</p> <p><b><u>General Guidance</u></b>  The organisation should establish, implement and maintain procedures for identifying training needs of all workers. This process will then assist the organisation with developing a WHS training programme which incorporates the following: a) a training needs analysis to identify appropriate training needs; b) WHS training competency assessments; c) a verification process to ensure that contractors have received appropriate training; d) WHS training courses (tailored on organisations business operations and mandatory/ statutory training requirements) may include conducting risk assessments, incident/ hazard reporting and investigation, consultation, safe operating procedures, use of personal protective equipment, emergency response, first aid, working at heights, manual handling, asbestos, food safety, infection control etc. e) induction policy/ procedure which provides an overview as to WHS related training and competency assessments (if required) of all new workers; f) Training documentation/ records management procedures. Management are responsible for determining the level of experience, competence and training necessary to ensure the capability of personnel. WHS competencies could be developed in different ways, including using existing regulatory or statutory, industry or training organisation competency standards.</p>

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<b>Volunteer/Visitor Management</b>			
31	Is there a documented process for managing volunteers or visitors to the school?	YES	<p><b>Comment:</b> Verified Visitors Policy as part of the review. It was mentioned that sections of the policy are also included within the schools newsletters.</p> <p>Sign in and out system is available at reception for visitors and volunteers.</p> <p>Volunteers assist within the canteen, sports coaching.</p> <p><b><u>General Guidance</u></b> There should be a formal process for the selection and management of volunteers. The process should include planning volunteer activities, recruitment, background checks, induction, training, and supervision etc. of volunteers. This may be achieved by creating a volunteers policy, procedure and/or handbook which outlines processes that the organisation can follow when recruiting and utilising volunteers.</p>

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<b>Contractor Management</b>			
32	Is there a documented process for managing contractors safely and ensuring contractors are appropriately licenced, experienced and adhere to safe working systems?	YES	<p><b>Comment:</b> Verified approved contractors list and the contractors induction form currently being used. The Verification of insurances, licences and safe work method statements are also being managed well.</p> <p><b><u>General Guidance</u></b> There should be a formal process for the management of contractors. This should include all "trades" used regularly by the organisation e.g. plumbers, electricians, cleaners etc. This process should include how contractors are engaged, how their credentials are confirmed, contractor supervision, contractor obligations and responsibilities, how safe work method statements are developed, emergency procedures, requirement for induction and contractor evaluation.</p>

## 4. References

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

Weblink: <http://risksupport.org.au/>

### **Catholic Commission for Employment Relations**

Weblink: <http://www.ccer.catholic.org.au/>

### **WorkCover Authority of NSW**

Weblink: <http://www.workcover.nsw.gov.au>

### **Safework Australia**

Weblink: <http://www.safeworkaustralia.gov.au>

#### **DISCLAIMER**

*The authors of this report will not take responsibility for loss, damage, or injury to any person/persons incurred or suffered by a hazard or natural person acting or omitting to act on the basis of information contained in this report. This report refers to Statutes, Regulations and Codes of Practice but should not be relied upon as a substitute for professional legal advice.*

*It must be noted that auditing by external and/or internal WHS consultants cannot be taken as a guarantee of a risk free workplace. Detailed examination of every hazard is not possible, nor can the survey ensure that systems and management practices found effective will remain so. The responsibility for ongoing effective health and safety systems rests with workplace management.*