

Policy on Health and Safety

[SCD Health and Safety Brochure](#)

RATIONALE

A safe, healthy workplace is important for the well-being of those working in or visiting the Catholic Institute of Sydney.

Purposes

1. To ensure all staff members are adequately prepared in case of earthquake and/or fire, in accord with Institute procedures.
2. To provide immediate first aid in case of emergency.
3. To identify potential workplace hazards related to the placement and/or use of office machinery, equipment and furniture.

Guidelines

1. The President and Business Manager shall prepare and promulgate earthquake and fire drill procedures and maintain emergency kits in accessible places.
2. The Business Manager shall maintain a fully equipped first aid kit and acquaint all staff with a person trained in first aid procedures.
3. The President and Business Manager shall inform all staff and students of the nearest appropriate health and safety services, in case of emergency.
4. The Business Manager shall research current industrial safety regulations and literature and provide guidelines for staff, students and visitors on proper safety and ergonomic practices.

CONCLUSION

All staff members have a role to play in promoting and maintaining safety and health in their workplace. All staff members have a responsibility to inform themselves of correct procedures in this area.

Related Policies: Smoke-Free Working Environment

Occupational Overuse Syndrome Prevention

Issued by the President: 24 July 2003

Relevant Federal and State legislation governing all Catholic Institute of Sydney regulations and procedures include:

Federal:

Workplace Relations Act 1996 (Cth)

Racial Discrimination Act 1975 (Cth)

Sex Discrimination Act 1984 (Cth)

Disability Discrimination Act 1992 (Cth)

Human Rights and Equal Opportunity Commission Act 1986 (Cth)

Equal Opportunity for Women in the Workplace Act 1999 (Cth)

Privacy Act 1988 (Cth)

New South Wales:

Industrial Relations Act 1996 (NSW)

Employment Protection Act 1982 (NSW)

Anti-Discrimination Act 1977 (NSW)

Annual Holidays Act 1944 (NSW)

Long Service Leave Act 1955 (NSW)

Workplace Video Surveillance Act 1998 (NSW)

Apprenticeship and Traineeship Act 2001 (NSW)

Employees Liability Act 1991 (NSW)

Occupational Health and Safety Act 2000 (NSW)

Workers Compensation Act 1987 (NSW)

Smoke-Free Environment Act 2000 (NSW)

Child Protection (Prohibited Employment) Act 1998

Commission for Children and Young People Act 1998 (NSW)

Vocational Education and Training Accreditation Act 1998 (NSW)

Note:

The National Occupational Health and Safety Commission has published National Codes of Practice, National Guidelines and National Standards relating to occupations health and safety. These are available on their website at www.nohsc.gov.au CIS Policy on Health and Safety: Version 24 July 2003 Page 3

Other statutes regulating employment practices in particular industrial (for example, public sector or building industry employees) have not been included.

This list does not include taxation based legislation regulating fringe benefits tax, superannuation and income tax.