



PROVINCE WIDE POLICY

Australian Province of the Society of Jesus

Work Health and Safety

Section	Health and Safety
Policy Number	H&S.01.00.00
Application	Society of Jesus
Endorsing Body	Ministries Commission
Last Endorsed	New document
Next Review	12 months from approval and every 2 years thereafter
Version	1.0
Written By	Province Director of Professional Standards
Approved By	Fr Brian F. McCoy SJ - Provincial

1. POLICY STATEMENT

Consistent with the Province’s [Code of Conduct](#) and the Society of Jesus’ Instruction on the Administration of Goods (**IAG**), this and other Province wide policies demonstrate our commitment to upholding the highest standards of professional and personal conduct, providing child-safe environments and articulating ‘our way of proceeding’ in the stewardship of the assets and ministries entrusted to our care.

The Province is committed to maintaining workplaces that promote health, safety and wellbeing, while complying with national and state-based Work Health and Safety (**WHS**) legislation as an integral part of the services and facilities provided by our ministries.

The Province’s aspiration is that no person will come to harm while working, studying, living in or visiting its ministries.

2. PURPOSE

To create a framework of sound health, safety and wellbeing management and the continual improvement of the Province’s health and safety performance through:

- Strengthening our WHS arrangements and system of work practices that complies with the applicable WHS legislation, applicable regulations, compliance codes, standards and guidelines;
- Supporting and improving all Jesuits, Partners in Mission and Contractors in compliance with their WHS responsibilities;
- Effective, transparent and open communication and consultation with employees to ensure employees are included in the decision making processes impacting on WHS; and
- Improving our working environment and conditions.

3. KEY REQUIREMENTS

The Province’s commitment is supported by these key requirements with each ministry maintaining evidence of meeting these requirements:

- Safety is our first priority and an integral part of every activity of the Province, recognising that health and safety extends beyond physical controls to also include mental wellbeing;
- Everyone has a responsibility for health and safety - their own and that of others;

- Recognising that many injuries can be prevented, or if not prevented, minimised; and
- Communication and consultation are central for ensuring a safer workplace.

4. ACTIONS TO ACHIEVE IMPLEMENTATION OF THIS POLICY

Responsibility for implementing this Policy resides with the governing councils/boards of each ministry. Heads of Ministries are responsible to the governing council/board for managing the ministries in accordance with this Policy, as the Heads of Ministries are responsible for the WHS of all people (including children) involved in any operation under their control. Heads of Ministry may delegate WHS duties or activities to others, but the responsibility remains with the governing council/board and the Head of Ministry in accordance with their jurisdiction's WHS legislation. Active involvement and commitment of the ministry's leadership team are essential to ensure compliance with legislation.

The requirements of ministries to achieve implementation of this Policy are set out below. These requirements are based on each ministry having a compliant WHS program tailored to local conditions.

4.1. Strengthen the Ministry's WHS program

- Develop, implement and comply with policies and procedures designed to meet the objectives of the ministry's WHS program.
- Ensure WHS principles and the objectives of this policy are incorporated into daily activities;
- Provide a confidential counselling Employee Assistance Program.
- Conducting periodical and ongoing systematic audits to identify and eliminate and/or control potentially harmful conditions or practices.
- Ensure appropriate identification, assessment and control of identified hazards.
- Improve reporting systems to ensure prompt resolution of identified hazards, including reporting to the Province's insurer.
- Improve investigation and reporting of all incidents, safety hazards and dangerous occurrences.
- Note: The Head of Ministry must share reports with their governing board and then the Province entity (e.g. Jesuit Education Australia) or a relevant Delegate so that people are aware of WHS incidents and dangerous occurrences.

4.2. Support Ministry personnel

- Set measurable objectives and targets to facilitate continual improvement of health, safety and wellbeing in the workplace and to reduce work related illness and injury.
- Develop safety leadership skills within all levels of the ministry.
- Raise safety awareness through focused safety communication.
- Build the ministry's capability to meet and maintain safety standards.
- Hold people personally accountable to undertake work safely.

4.3. Consultation and communication

- Document and communicate WHS responsibilities for Jesuits, Partners in Mission and Contractors.
- Provide necessary consultation forums (such as an Executive WHS Committee and local WHS Committees).
- Ensure dissemination of WHS information, including this Policy, to Jesuits, Partners in Mission and visitors via meeting forums, through WHS Committee representatives, team discussions, hard copy documentation posted on dedicated safety notice boards, internet and intranet.

- Ensure WHS requirements are communicated to other interested parties such as Contractors and visitors through inclusion of the ministry's WHS requirements in contractual documentation, provision of WHS information to visitors and induction processes.

4.4. Injury management

- Strive to achieve the timely and durable return to work of the injured worker through the implementation of effective rehabilitation and injury management programs in partnership with the Province's insurer and in compliance with relevant State Workcover requirements.

4.5. Training

- Provide information, instruction, training and supervision as identified as necessary to ensure the health, safety and wellbeing of all, with the maintenance of appropriate records.
- Provide induction training to all Jesuits, Partners in Mission and Contractors prior to the commencement of work to ensure their health, safety and wellbeing while working for the ministry.

4.6. WHS documentation

- It is intended that ministry WHS procedures, accessible on the intranet or appropriate management system, will support this Policy through detailing WHS processes and hazard specific procedures e.g. hazard identification and assessment, contractor management, motor vehicle safety, health monitoring, surveillance, safety, design and the provision of appropriate record keeping.

5. RESPONSIBILITIES OF JESUITS, PARTNERS IN MISSION AND CONTRACTORS

Personal health and safety is the responsibility of ALL Jesuits, Partners in Mission and Contractors and is an integral part of every activity performed. No task is satisfactorily completed unless it is achieved without risk to anyone's health and safety. Jesuits, Partners in Mission and Contractors are expected to adhere to and be responsible for the following:

- Carrying out their duties in a manner which does not adversely affect their own health and safety or that of others.
- Cooperating with measures introduced in the interests of WHS.
- Undertaking any training provided in relation to health and safety.
- Immediately reporting all matters which may affect WHS to the governing council/board and/or the Head of Ministry.
- Correctly using any WHS information and training provided.
- Undertaking only those tasks for which they have authorisation and/or the necessary training, and for which all necessary safety arrangements are in place.

6. BREACH OF POLICY

Failure to meet the Province's requirements and policies regarding WHS may result in disciplinary action up to and including termination of employment or engagement (depending on the circumstances). It is important that all Jesuits, Partners in Mission and Contractors are aware that any breach of this policy and other related policies will be taken seriously.

7. MONITOR AND REVIEW OF POLICY

This Policy will be monitored for compliance and effectiveness by the Director of Professional Standards. This Policy will be reviewed after 12 months from approval and at least every two years thereafter, in consultation with Jesuits, Partners in Mission and other stakeholders involved in WHS matters.

The Ministries Commission will endorse changes to this Policy prior to approval by the Provincial. Policy changes will be communicated to Jesuits, Partners in Mission and other stakeholders, including being placed on the Province and ministry websites.

Interim reviews will occur at any time as required in response to either feedback or changes in legislation/ IAG, policy or practices to ensure the information is current, useful and easy to understand.

Any Jesuit, Partner in Mission or Contractor who requires assistance in understanding this Policy should in the first instance contact their Head of Ministry. Further questions, comments or concerns in regard to this Policy or its application should then be directed to the Province’s Director of Professional Standards.

8. DEFINITIONS

Name	Description
Code of Conduct	The Province-approved document which sets out what personal and professional standards mean for the Province, the Province’s primary obligations and the associated behaviour that are expected of all Jesuits, Partners in Mission and Contractors, and how to report inappropriate behaviour. See: https://jesuit.org.au/wp-content/uploads/Code-of-Conduct.pdf
Contractor	Means a person who is not an employee but is engaged under an independent service contract to complete a specific job or project within a specified time frame for an agreed price. The Code of Conduct applies to Contractors who are permitted to be unsupervised while on ministry grounds e.g. engaged using a tender process and formal induction.
Delegate	Covers the positions of delegates for Social Ministries, Jesuit and Ignatian Spirituality, Jesuit Life and Formation, Pastoral and Diocesan Ministries, Communication Ministries, and the Chair of Jesuit Education Australia and Education Ministries. These delegates are part of the Ministries Commission which functions as the Provincial’s executive management team (see definition below).
Document control	Jesuits, Partners in Mission or Contractors who work with printed copies of this document must check the document regularly to monitor version control. Documents are considered ‘uncontrolled if printed’, as indicated in the footer.
Head of Ministry	Means the person who has day to day operational responsibility for a ministry, such as a Chief Executive Officer, Parish Priest, Director or Principal.
Jesuit	Means any Priest or Brother member of the Society of Jesus or someone in formation for those roles (e.g. a novice or a scholastic).
Ministries Commission	Functions as the Provincial’s executive management team, meeting regularly to review and plan the work of the Australian Province. Comprises the Socius, Delegates for Pastoral and Diocesan Ministries, Social Ministries, Jesuit and Ignatian Spirituality, Jesuit and Life Formation, Education Ministries and Chair of Jesuit Education Australia, Communication Ministries, Director of Professional Standards and Director of Finance and Special Projects.
Ministry	A Province owned and/or governed organisation at which a Jesuit, Partner in Mission or Contractor works. As parishes are governed by the relevant diocese they are excluded from this definition.
Partners in Mission	Means a lay person involved in the Australian Province of the Society of Jesus and its Ministries as: an employee; a member of a Board or Council; a volunteer; or a consultant.
Principal	Refers to a person who has delegated responsibility for the day to day operations of a particular school operated under the auspices of the Province.
Provincial	The member of the Society of Jesus, as appointed by the Superior General, holding the office of Major Superior of the Province or, in the case of absence or indisposition, the acting Provincial or, in the event of the office of the Provincial being vacant at any time, the member of the Society of Jesus for the time being performing the duties of Provincial.
School(s)	Means such registered or unregistered educational entities owned or operated by the Province, which provide educational services to students within the Province. The Code is intended to cover all authorised activities undertaken by schools (including but not limited

Name	Description
	to teaching, sport, excursions, camps, retreats, work experience and billeting) whether the activities are undertaken on designated School property or otherwise.
Volunteer	Means a person who works for a Province ministry, generally without payment or financial reward. The Code of Conduct applies equally to volunteers as it does to Jesuits and Partners in Mission.

9. VERSION CONTROL AND CHANGE HISTORY

Version	Approved Date	Approved By	Short Description for Development or Review	Review Completed by	Consultation Process
1.0	27/09/19	Provincial	New document	N/A	N/A