****

**Health and Safety Manual**

|  |  |  |  |
| --- | --- | --- | --- |
| Prepared by: | Michael Gott (H&S Advisor) | Date: | 00/00/00 |
|  | Andy Doherty (Diocesan General Manager) |  |  |
|  |  |  |  |
| Authorised for Use by: | Andy Doherty (Diocesan General Manager) | Date: | 00/00/00 |
|  |  |  |  |
|  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Rev No. | Date | Detail of Revision | Authorised | Position |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Contents**

* Introduction
* Scope and coverage
* Objectives
* Legislation and guidance
* Organisational Structure
* Definitions and responsibilities

**Appendices**

*Documents below are either available electronically, or will be available once they have been developed.*

*Procedures that are in the process of being developed may meanwhile have related hazards and controls listed in the Risk Register.*

* Diocese Health and Safety Statement
* Organisational chart
* Hazard and Risk Management Procedure
* Risk Matrix
* Risk Register
* Hazard and Risk Register explanation sheet
* Incident and Near Miss Management Procedure
* Incident/hazard report card
* Incident Register
* Worksafe Accident Investigation from
* Asbestos Management Procedure
* Emergency Management Procedure
* Fire Evacuation Procedure
* Contractor Management Procedures
* Work at Height Procedures
* Traffic Management Procedures
* Task and Event Management Procedure/Task Planner
* First Aid and Workplace Facility Management
* Staff Training and Induction Procedure
* Property Maintenance and Management Procedures
* Hazardous Substances Management Procedures
* Vehicle Use Management Procedures
* Drug and Alcohol Policy
* Lone working procedure
* Stress and Fatigue Management Procedure

**Introduction.**

This Health and Safety Manual will assist the Catholic Diocese of Christchurch to achieve the main purpose of the Health and Safety at Work Act 2016 (HSWA) –

**“*to protect workers and other persons against harm to their health, safety and welfare by eliminating or minimising risk arising from work*…”**

It is being developed as the primary document for the Diocesan health and safety management system to ensure compliance with appropriate health and safety legislation and regulations, and to ensure that health and safety risks are adequately managed. Along with accompanying procedures the Manual will provide practical information and guidance for the Diocese to ensure a safe and healthy environment for everyone involved in, or potentially affected by, the work of the Diocese.

The Manual and procedures will outline the responsibilities of those people in the Diocese with moral and legal obligations to ensure the safety of persons who are workers for the Diocese, and people on Diocese properties as workers for other organisations or visitors.

Some specific procedures will be available electronically with this fist version of the Manual to manage critical risks and to ensure safety and compliance - these include Hazard and Risk Management Procedures, and Incident Management Procedures. As they are developed other Procedures will become available from the same location.

Priority is being given to develop specific procedures to manage higher risk issues such as contractor management, asbestos management, and emergency procedures. Until specific procedures are developed those hazards will have controls listed in the Hazard and Risk Register.

The Manual is a live document and will be reviewed on a regular basis, being updated as necessary.

The procedures discussed above are written in a way that indicates what the Diocese expectations will be when those procedures have been fully implemented. The Diocese acknowledges that at the time of publication of this first version of the Manual there is some work to be done to reach those expectations, but is resourcing the management of health and safety to achieve this.

To ensure these safety systems are being effectively implemented the Diocese will ensure that

* specific responsibilities are allocated to appropriate personnel,
* relevant processes are communicated, implemented, and understood by those involved,
* the Manual, and procedures, are regularly reviewed and updated,
* implementation is to be monitored, reviewed and evaluated to ensure progress is being maintained.

**Scope & coverage.**

The aim is to create a safety culture that develops a pro-active and co-operative attitude towards Health and Safety amongst all persons involved in the work of the Diocese.

The success of the Diocese in achieving the objective of ensuring the safety of those involved in its work is dependent on the participation and involvement of everyone involved in the implementation and continuous improvement of the safety practices contained in this Manual.

This Health & Safety Manual, Policy, and associated documents are written from the perspective of the Catholic Diocese of Christchurch as the ‘Person Conducting a Business or Undertaking’ (PCBU).

Business units within the Diocese will follow the intent of this manual and associated documents though they will also have their own safety systems specific to the work they do. For example the Property team will have a system to manage significant construction works, and the Catholic Youth Team will have one for the running of outreach programmes.

The Manual has been written in such a way that Parishes (which are PCBU’s in their own right though closely connected with the Diocese) may adapt as their own Manual by simply changing some wording, and ensuring the document adequately covers the specific aspects of that Parish.

Each PCBU under the control of or closely associated to the Diocese will be expected to acknowledge this Manual and refer to in their own Health & Safety documentation as the overarching document.

This Manual covers workers of the Diocese who work in offices, from home, as contractors or volunteers, or in other locations as part of their work. It also covers workers employed by other PCBU’s engaged by the Diocese (ie contractors)

This Manual excludes other Catholic Trusts (including proprietary trust boards who own Catholic schools), organisations and agencies who do work in the Diocese, and Boards of Trustees who run Catholic schools. These entities are required to have their own Health & Safety systems.

The Diocese will often have overlapping duties with other PCBU’s, for example when Contractors are engaged for building works in Parishes. In such cases the Diocese will consult with those other PCBU’s to ensure the safety of workers and visitors.

The Diocese may utilise workplaces controlled by other PCBU’s – for example Diocese workers spending time in prison facilities or hospitals. The specific policies and procedures of those places will generally apply, though the Diocese workers should be aware of their personal responsibilities.

**Objectives.**

The objectives are outlined in the Diocese Health and Safety Statement (Appendices).

**Legislation and guidance.**

**Legislation**

*Health and safety at Work Act 2015*. This is the primary piece of legislation that all reasonably practicable steps must be taken to comply with. <http://www.legislation.govt.nz/act/public/2015/0070/latest/DLM5976660.html?src=qs>

Regulations below prescribe certain requirements that are to be met for duties under the HSWA.

*Health and Safety at Work (General Risk and Workplace Management) Regulations (2016)*. <http://www.legislation.govt.nz/regulation/public/2016/0013/latest/DLM6727530.html?src=qs>

*Health and Safety at Work (Asbestos) Regulations (2016)* <http://www.legislation.govt.nz/regulation/public/2016/0015/latest/DLM6729706.html?src=qs>

*Health and Safety at Work (Hazardous Substances) Regulations (2017)* <http://www.legislation.govt.nz/regulation/public/2017/0131/latest/DLM7309401.html?src=qs>

**Guidance**

Published documents in the public domain such as Approved Codes of Practice, and other industry Good Practice Guidelines are readily available and should be referred to to ensure best practice is being followed. The Worksafe website ([worksafe.govt.nz](file:///\\cdc-dc01\userfolders$\MGott\worksafe.govt.nz)) is a primary resource for such material including detailed documents and factsheets.

The Worksafe document *Introduction to the Health and Safety at Work Act 2015* is a valuable resource for more detailed information on the legislation and duty holders responsibilities: <http://www.worksafe.govt.nz/worksafe/information-guidance/legal-framework/introduction-to-the-hsw-act-2015/special-guide>

Please contact the Diocese H&S Advisor for information about what best practice guidelines may be available, or questions regarding the legislation.

**Organisational Structure.**

The structure of the Diocese is outlined in the organisational chart (see Appendices).

**Definitions and Responsibilities**

|  |  |  |
| --- | --- | --- |
| **Duty holders under Health and Safety at Work Act 2016 (HSWA).**  There are four types of duty holders – PCBUs, officers, workers and other persons at workplaces. | | |
| **Duty Holder** | **Explanation** | **General responsibilities of Duty Holders under the HSWA (summarised from the wording in the HSWA).**  Specific Duty Holder responsibilities are highlighted in each specific Procedure incorporated into this Manual. |
| **PCBU** | A Person Conducting a Business (commercial) or Undertaking (non-commercial).  The term ‘person’ in this case refers to a legal entity. Therefore the Diocese is a PCBU, a Parish is a PCBU, and a contracting company is a PCBU. The Bishop is also a PCBU.  The organisational structure of the Diocese means that other branches of the organisation may also be PCBU’s, though for the purposes of maintaining a safe environment for their workers it is practicable for them to utilise the Diocese H&S system.  A self-employed individual may be a PCBU, but in the case of the Diocese individuals will likely either be officers or workers, or classed as volunteers or visitors. | A PCBU must, so far as is reasonably practicable, ensure the health and safety of   * workers who work for the PCBU while they are at work; and * other workers whose activities in carrying out work are influenced or directed by the PCBU, and * other persons in the workplace who could be at risk from work carried out by the PCBU;   by ensuring the work environment is without risks to health and safety.  The PCBU must also ensure   * there are adequate facilities for the welfare at work of workers, * information, training, instruction, or supervision is provided that is necessary to protect all persons from risks to their health and safety, and * that the health of workers and the conditions at the workplace are monitored for the purpose of preventing injury or illness of workers.   If a worker occupies accommodation that is owned or under the control of the PCBU, the PCBU must, so far as is reasonably practicable, maintain the accommodation so that the worker is not exposed to risks to his or her health and safety arising from the accommodation. This for example will include people living and working in a Presbytery. |
| **Officer** | An Officer is a person who occupies a specified position that allows them to exercise significant influence over the management of the business or undertaking.  The Bishop is an Officer of the Diocese and each Parish.  For the Diocese this would be the General Manager, and the Bishop.  For the Parishes this would be the Priest, and possibly another paid person who exercises significant influence over the management of the Parish.  Parishes may have ‘Volunteer Officers’ who occupy positions of influence. | Due diligence requires Officers to take reasonable steps to understand the PCBU’s operations and health and safety risks, and to ensure that they are managed so that the organisation meets its legal obligations.  This would include taking reasonable steps to   * acquire and update knowledge of health and safety matters, * gain an understanding of the operations carried out by the organisation, and the risks generally associated with those operations * ensure the PCBU has, and uses, appropriate resources and processes to eliminate or minimise those risks * ensure the PCBU has processes for receiving and considering information about incidents and risks, and for responding to that information in a timely way * ensure there are processes for complying with any duty, and these are implemented * verify that these resources and processes are in place and being used. |
| **Worker** | A worker is an individual who carries out work in any capacity for a PCBU. A worker may be an employee, a contractor or subcontractor, an employee of a contractor or subcontractor, an employee of a labour hire company, an outworker (including a homeworker), an apprentice or trainee, a person on work experience, or a volunteer worker (see definition below). People at all levels of an organisation can be deemed ‘workers’. | Each worker is required to play a vital and responsible role in maintaining a safe and healthy workplace by   * taking reasonable care for their own health and safety. * Take reasonable care that their actions or ommissions do not affect the health or safety of others * Comply and cooperate with any reasonable instruction given by the PCBU relating to health and safety at the workplace,   This can be done for example by workers carrying out their work in ways which reflect safe practice, assisting with identification of hazards in a pro-active manner, reporting incidents and near misses, and maintaining a tidy workplace where hazards are controlled.  Workers are expected to set a good example by following safe work practices, and participating positively in other aspects of the organisation. |
| *(Volunteer worker, including Volunteer Officer)* | *Someone doing ongoing or regular work for a PCBU that is unpaid or unrewarded (apart from the reimbursement of out of pocket expenses). Volunteer workers are for all intents and purposes to be treated the same as ‘worker’ by the PCBU under HSWA. Excludes volunteers assisting educational institutes or doing fundraising who would be classed as ‘other persons at workplace’ (see below).* |  |
| **Other person at workplace** | Examples include workplace visitors and casual volunteers.  Other persons have duties to take reasonable care for their own health and safety and to take reasonable care that they don’t harm others at a workplace. |  |