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| **Name of worker:**  **Worker Commencement Date:**  **Induction Date:** | |
| **Work Health and Safety** | |
| **Catholic Church Endowment Society Safety Management Policy and Procedures**  “The Catholic Church in SA manages work health and safety and injury management as a self-insured employer, acting for itself and the identified Separately Incorporated entities that align to the Church for this purpose”.  Below is the link to the website where the Policy and Procedures are found: -  [www.cshwsa.org.au](http://www.cshwsa.org.au)  **WHS and Injury Management responsibilities**   * Aim is to provide a safe and healthy place of work and the prevention of injuries and illness for all workers, visitors etc. * This is achieved by objectives (highlight on page 1 of WH&S and Injury Management Policy) * It is the responsibility of workers to take reasonable care for his or her own safety * Take reasonable care not to adversely affect the health and safety of others in the workplace * Comply, so far as reasonably able, with any reasonable instruction that is given by the PCBU to protect the health and safety of persons in the workplace * Cooperate with any reasonable policy or procedure of the PCBU relating to health and safety at the workplace that has been notified to the worker * Comply with any reasonable direction issued by CCI in relation to a claim or return to work of an injured worker   **Provide worker with copy of latest, signed copy of WH&S and Injury Management Policy**  **Responsibility, Authority & Accountability Matrix –**  **Workers**  Provide worker with handout  **Grievances**   * Complaint Response and Resolution Procedure   Responding to Discrimination,   * Bullying and Harassment in the Workplace Procedure –   Provide paper copy (available on CESA Share) | **Consultation and communication process**  **Consultation through: -**  WHS Forum – Chairperson Meriam DeVries  Other arrangements – permanent agenda item at Staff Meetings  Consultation requires that: • relevant work health and safety information is shared with workers; • workers are given a reasonable opportunity to express their views and to raise health or safety issues; • workers are given a reasonable opportunity to contribute to the decision-making process relating to the health and safety matter; • the views of workers are taken into account; • workers are advised of the outcome of any consultation in a timely manner  Records of consultation shall be retained at the worksite. It should include outcomes of discussions. Records can be brief and cover: • what the safety matter is; • who was identified as affected, or likely to be affected; • who was involved in consultation; • key issues consultation has identified; • what decision has been made and why; • who is to act and by when; and • when the action was completed.  **Communication process: -**  Officers must communicate the following information to workers:  WHS practices and systems CSHW&SA  [www.cshwsa.org.au](http://www.cshwsa.org.au)   * Outline Procedures/Forms/Tools * Notice boards * Staff Meetings * Emails/ telephone calls * Intranet/Operoo * Workplace Inspections * CSHWSA Safety Bulletins/ Hazard Alerts   **Incident/Hazard Reporting process**  Workplace Inspections – conducted each Semester  Incident Report/Hazard (online) [www.cshwsa.org.au](http://www.cshwsa.org.au)  Rapid Incident  **See attached Incident Reporting guidelines**  **Code of Conduct** - copy provided with your Staff Handbook  **Contact Officers**  **Benedict**:-  Gayle Dunning & Angela Jordan  **Bosco:-**  Meriam DeVries |
| **Role SpecificInduction – Completed by Line Manager** | |
| Inform of known hazards associated with the role and equipment utilised  Risk assessments  SOP / SWP applicable to role | Personal Protective Equipment issued applicable for role  *May use Form 013F for a more comprehensive induction for certain areas* |
| **Emergency Procedures** | **First Aid** |
| **Site emergency procedures** (note in process of updating Semester 2 2022) **including names of Wardens**  Provide lock in and evacuation procedures for Campus that is relevant to worker: -  Benedict, Bosco Campus and Salesian House emergency procedures  Give copy of Drills - Bosco/Benedict, Salesian  Bosco – Chief Warden Deputy Principal  Deputy Warden Director of Admin  Benedict – Chief Warden Deputy Principal  Deputy Wardens – Gayle Dunning,  Margaret Fantinel  **Emergency assembly areas** –Show on Evacuation Diagram  Benedict -Benedict Oval  Bosco - Bosco Oval  Salesian House - the lawn by the Bosco Staff Room.  Point out that Evacuation Diagrams are situated in each building next to the entrance/exit door.  **Security procedures** (including remote and isolated work) Risk Assessment for this on  L:/CROSS-CAMPUS/WHS/CSH&WSA Procedures/Remote & Isolated Work (17) | **Site emergency plan** – Show example and where located  **Name and location of First Aid Officer** –  As indicated in First Aid Rooms and Staffroom notice boards  **John Mullin Science Centre** – Abby George  **Benedict** – Gayle Dunning, Margaret Fantinel  **Bosco** – Janita DeGioia, Lisa Manners  **Ag/TSC –** Joel Head, Danny Hunt  **Port Broughton Bus–**  **College Admin –** Shona Waters, Deb Slade, Maryann Dunkley  **Home Economics** – Jane Dickeson  **Salesian House** – Denise Arbon, Jane Dickeson  **First aid kit / first aid Room locations** –  **First Aid Rooms** - College Administration, Benedict Administration, Bosco Administration   * **First Aid Kits** – College Administration * Benedict Administration * Bosco Administration * Ag/Trade Skills Centre * John Mullin Science Centre * Materials Technology * Home Economics * All Buses * All Pool Vehicles   **Defibrillators –**   * Benedict Administration * Bosco Administration * Bosco Sports Centre * Agriculture Centre * Salesian House Boarding |
| **Training** | **Other** |
| **Training Needs identified and documented**  Give Training Analysis sheet to worker  Catholic Education South Australia uses the Salt online training platform to deliver compliance training to staff. Commencement in July 2022  <https://cesa.saltcompliance.com>  **Position Information Description signed, and copy received** – This is provided with employee acceptance pack  **Employee Assistance Program (EAP)** details provided to worker – also on Staff Noticeboards | **Workers’ compensation and rehabilitation process explained**  [www.cshwsa.org.au](http://www.cshwsa.org.au)  Show where to find relevant information/documents  Reporting an Injury with a Workers Compensation Claim Workers shall:   * report the injury or incident to the WHS Coordinator, or Return to Work Coordinator within 24 hours of the injury or incident occurring * Book an appointment with your doctor and have them fill in the Work Capacity Certificate and then:- * complete a Return to Work SA Claim Form within 3 working days and forward to Jo Court (RTWO) or Leanne Klemm (RTWO), who will finalise this form along with the Accident/Injury Report and Work Capacity Certificate and send through to Catholic Church Insurance * CCI Insurance will then contact you about your claim and provide further instructions to you and the Return to Work Officer   Provide worker with copy of claim form (and any other relevant paperwork)  **Introduce to WHS Coordinator** – Leanne Klemm  **Return to Work Officers**   * Jo Court * Leanne Klemm |
| **Person Conducting Induction**  Name:  Signature: | **Worker**  Name:  Signature: |

Attachments:

WHS & Injury Management Policy 2022-2025

Responsibility, Authority & Accountability Matrix - Workers

Incident Reporting Guidelines

Training Needs Analysis Sheet

Employee Assistance Program (EAP) Brochure

Complaint Response and Resolution Procedure

Responding to Discrimination, Bullying and Harassment in the Workplace Procedure

Site Emergency Procedures/Drills – as relevant

Return to Work Claim Form

Return to Work Guidelines for injured workers