## 1. Purpose

At Newcastle Anglican the safety, health and wellbeing of our workers and the people we support is the highest priority.

Newcastle Anglican is committed to achieving and maintaining a proactive safety culture that aims to prevent work related injuries and ill health caused by physical and psychosocial hazards. Newcastle Anglican supports inclusive working environments that promote participation, collaboration, partnering, consultation, and innovation.

## 2. Scope

This policy applies to the following Newcastle Anglican agencies:

| Newcastle Anglican Churches (Ministry) | Samaritans | Anglican Care | Newcastle Anglican Schools | Newcastle Anglican Corporate |
|---|---|---|---|---|
| ✓ | ✓ | ✓ | ✓ | ✓ |

## 3. Principles

Newcastle Anglican promotes an integrated and systematic approach to the management of safety and wellbeing that is fair and equitable and encompasses the following:

a) setting health and safety objectives
b) fulfilling legal requirements
c) eliminating or minimising workplace hazards and risks
d) continual improvement of the health and safety management system, and
e) consultation and participation of workers.

## 4. Definitions

**Hazard**: A source or a situation with the potential for harm in terms of human injury or ill-health, damage to property, damage to the environment, or a combination of these.

**Hazard Identification**: Is the procedure used to identify situations that could lead to an incident.

**Health:** This includes both physical and psychological health.

**HSC:** A consultative body established under the WHS Act. The committee's functions include facilitating cooperation between workers and the person conducting a business or undertaking to ensure workers' health and safety at work and assisting to develop work health and safety (WHS) standards, rules, and procedures for the workplace.

**Officer**: A person who makes decisions, or participates in making decisions, which affect the whole, or a substantial part, of a business or undertaking and has the capacity to significantly affect the financial standing of the business or undertaking. This is in line with the *Work Health and Safety Act 2011 (NSW)*

**PCBU:** A Person Conducting a Business or Undertaking has a primary duty to ensure the health and safety of workers while they are at work in the business or undertaking and others who may be affected by the carrying out of work, such as visitors.



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**Primary Duty:** Ensure the health and safety of Workers and visitors while they perform work, are present or otherwise impacted by any work undertaken in a Workplace controlled by the PCBU.

**Psychosocial Hazards:** At work are aspects of work and situations that may cause a stress response which in turn can lead to psychological or physical harm.

**WHS:** Work Health and Safety

**WHSMS:** Work Health Safety Management System is a set of policies, procedures and plans that systematically manages health and safety at work and can help to minimise the risk of injury and illness from workplace operations.

**Workers:** Refers to all Newcastle Anglican workers including Anglican Care, Samaritans and Newcastle Anglican Schools, Corporate and Ministry whether workers are full-time, part-time, permanent, temporary, casual, or otherwise on an honorary, contractor, consulting, and volunteer basis.

**Workplace:** Any place where a worker goes or is likely to be while work is carried out for a business or undertaking.

## 5. Application

Newcastle Anglican's safety culture is supported by our values: Compassion, Courage, Faith, Integrity, Justice, and Wisdom. Promoting a proactive culture where everyone is responsible for safety, health and wellbeing through our behaviours, our decision making and the way we conduct business.

The key behaviours that demonstrate an effective risk culture at Newcastle Anglican include:

a) effective identification and management of risk
b) early escalation and timely resolution of risk matters
c) an open and transparent environment where all workers feel comfortable speaking up, and
d) a commitment to learning and continuous improvement.

## 6. Roles and Responsibilities

Newcastle Anglican is committed to implementing and maintaining a Work Health and Safety Management System in consultation with workers which supports Newcastle Anglican's vision, values, and strategic goals. This will be achieved through the participation, co-operation, and commitment of everyone in creating a psychologically safe and inclusive workplaces. It is the responsibility of all workers to ensure that they act in a safe and responsible manner, ensuring that they do not perform any action that will result in risk to their health or that of any other individual.

***To enable us to fulfil this commitment Newcastle Anglican will:***

a) set measurable objectives to ensure continuous improvements in our organisation

b) provide a safe and healthy working environment that recognises Psychological Health & Wellbeing

c) Provide an Employee Assistance Program (EAP)

d) Uphold respectful workplace and no-tolerance policy for bullying

e) provide adequate resources, training, information, instruction, and supervision to workers and others to support their safety, health, and wellbeing



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f) ensure the business complies with all legislation relating to health and safety, codes of practice and other safety guidance material

g) promote and effectively manage incident and hazard reporting including psychosocial hazards through risk identification and management processes

h) eliminate or minimise all workplace hazards and risks as far as is reasonably practicable

i) consult with and involve workers on all matters relating to their health, safety, and wellbeing

j) provide appropriate safety equipment and personal protective equipment where required

k) provide early injury management and recovery at work that is a comprehensive return to work program

l) drive the promotion of health and safety policies and procedures thus developing and maintaining a culture that encourages all staff to actively manage health and safety risks, and

m) monitor and report compliance in accordance with the Risk Management Framework.

***Officers are required to:***

a) exercise due diligence to ensure the Newcastle Anglican complies with its safety, health, and wellbeing duty. This duty relates to the strategic, structural, policy and key resourcing decisions

b) be proactive and diligent in, and demonstrating a commitment to, health and safety matters across Newcastle Anglican

c) understand the nature and operations of the work and associated hazards and risks

d) apply the Safety, Health and Wellbeing policy and associated procedures effectively in their areas of responsibility and in doing so effectively assess risks and eliminate or minimise potential hazards, and

e) acquire and keep up to date knowledge on work health and safety matters.

***Workers are required to:***

a) take reasonable care for their own health and safety, as well as the health and safety of others meaning as a worker, you must take reasonable care of yourself and not do anything that would affect the health and safety of others at work

b) follow all procedures detailed within this policy and work health and safety specific and related procedures as maintained in the Newcastle Anglican Policy Library

c) participate in safety training as required including learning and development opportunities

d) use safety equipment and personal protective equipment (PPE) as instructed, and

e) report all incidents including injuries and hazards as well as unsafe and unhealthy situations to your reporting manager and via our R3 reporting system.

## 7. Information and Assistance

For guidance and support, contact Work Health and Safety: whs@newcastleanglican.org.au

## 8. Legal and Policy Framework

### 8.1 Legislation



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*Work Health and Safety Act 2011 (NSW)*

*Work Health and Safety Regulation 2025 (NSW)*

### 8.2 Standards

SafeWork NSW Codes of Practice

State Insurance Regulatory Authority (NSW)

Safe Work Australia

NSW Office of the Children's Guardian

NSW Education Standards Authority (NESA)

The Australian Children's Education & Care Quality Authority (ACECQA)

Aged Care Quality Standards

NDIS Practice Standards

### 8.3 Policy Documents

Risk Management Framework

Work Health and Safety Management System Guideline

Consultation and Issue Resolution Procedure

Hazard, Incidents and Disclosure Procedure

Newcastle Anglican Return to Work Program

## 9. Policy Governance

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|---|---|
| **Tier** | 5 |
| **Process Owner** | Executive Director Quality, Risk and Safety |
| **Policy Owner** | Executive Director Quality, Risk and Safety |
| **Policy Approver** | CEO |
| **Date of Approval** | 02/12/2025 |
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