



**CATHOLIC ARCHDIOCESE OF MELBOURNE
HUMAN RESOURCES OFFICE**



<http://www.melbourne.catholic.org.au/policies/index.html>



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**CIRCULAR 18/2005 (12 AUGUST, 2005)
ALL PARISH PRIESTS AND ADMINISTRATORS
IN THE ARCHDIOCESE OF MELBOURNE**

Occupational Health and Safety

The Occupational Health and Safety Act 2004 (Vic) took effect on 1 July 2005 and imposes new obligations on employers. A summary of the Act is enclosed. Copies of this and other WorkSafe guidelines are available at <http://202.12.135.46/vwa/publica.nsf/InterPubCat?OpenView#Explainingthe>

In managing your obligations under the Act, I recommend that you undertake the following:

1. Develop and implement an Occupational Health and Safety policy for the parish and wherever possible leverage off the comprehensive policies and practices developed for and by our parish schools.

I have attached two templates you may find useful when drafting an Occupational Health and Safety policy for the parish. Attachment A is applicable to parishes that have a school on the same site as other parish activities. Attachment B is applicable to parishes without a parish school on site or where there are other parish activities of a nature as to warrant a distinct policy. This latter attachment is built on the template the Catholic Education Office developed for schools. These templates have been posted on the diocesan web site in MS Word format at <http://www.melbourne.catholic.org.au/policies/hr-supportdoc.htm>

2. Arrange for the Parish Finance Committee to;
 - monitor occupational health and safety matters concerning the parish,
 - review occupational health and safety policies, structures and outcomes periodically, and
 - ensure that at least one of its members is familiar with WorkSafe Victoria's information circulars and guidelines.

If you require assistance, please contact this Office on the numbers listed above.

Tom Carr
Human Resources Manager