

# Health and Safety Responsibilities For Parishes



Catholic Diocese of Auckland

## THE OBJECTIVE

The objective of health and safety responsibilities is to clearly establish the Parishes commitment to growing the health and safety culture within the parish, the responsibility that applies to each person in the parish, and specifically how the commitment and responsibilities are applied to maintain and improve worker behaviour and a culture that prevents injuries to people.

## RESPONSIBILITIES

### Priest, Parish Finance Committee & PPC- Volunteer Officers

Are responsible for:

- ❖ Ensuring compliance with relevant health and safety responsibilities and policies, adopting and implementing them in a timely manner;
- ❖ Allocating responsibilities and accountabilities to Employees, Volunteers and Contractors; and
- ❖ Communicating with Employees and Volunteers in a manner that encourages safe behaviour and a culture of safety.

Volunteer Officers have a duty to exercise due diligence to ensure the Parish complies with its duties as a PCBU. However, the Volunteer Officers cannot be prosecuted for breaching their duty of due diligence.

### Parish as PCBU (Person Conducting a Business or Undertaking)

As a PCBU, the Parish has all the obligations of a PCBU imposed by the HSWA (Health & Safety Works Act), including to:

- ❖ Ensure, so far as is reasonably practicable, the health and safety of its workers;
- ❖ Ensure, so far as is reasonably practicable, that the health and safety of other persons is not put at risk from work carried out as part of the conduct of the business or undertaking;
- ❖ Where the Parish manages or controls the workplace, to ensure **so far as is reasonably practicable** that the workplace is without risks to the health and safety of any person.

As a PCBU, the Parish can be prosecuted for breaching its duties.

## Employees & Volunteers

Employees and Volunteers are responsible for taking care of their own health and safety, and for the health and safety of other persons who may be affected by their acts or omissions. Therefore, Employees and Volunteers are responsible for:

- ❖ Complying with health and safety policies, procedures, rules and guidelines in a safe and responsible manner that will not place at risk their own health and safety, or that of any other person in the workplace;
- ❖ Contributing when consulted on workplace health and safety responsibilities and policies;
- ❖ Supporting Parish Priest and Parish Finance Committee as required to meet their requirements of the health and safety responsibilities and policies; and
- ❖ Demonstrating best health and safety behaviour supporting a positive health and safety culture.

A volunteer who is not an Officer but who regularly works for the Parish (PCBU) with its knowledge and consent and is carrying out work that is an integral part of the business (so not a casual volunteer) will have the same duties that a worker has. These include to take reasonable care for their own health and safety, as well as for others. A volunteer worker who breaches that duty can be prosecuted under the HSWA.

## Contractors & Visitors

Contractors & Visitors are responsible for:

- ❖ Complying with health and safety policies, procedures, rules and guidelines in a safe and responsible manner that will not place at risk their own health and safety, or that of any other person in the parish;
- ❖ Supporting the Parish as required to meet their requirements of the health and safety responsibilities and policies; and
- ❖ Demonstrating best health and safety behaviour supporting a positive health and safety culture.