

# Workplace Health and Safety (WHS) policy



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Executive Director's authorisation:

A handwritten signature in black ink, which appears to read "Patrick W. Dae".

Effective date: 31 October 2017

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## 1. PURPOSE

This policy applies to all people engaged by FRDC (whether or not they are employed by FRDC).

This policy is designed to:

- describe the FRDC's Workplace Health and Safety (WHS) management goals and responsibilities, and its commitment to meeting them
- promote effective cooperation and consultation between FRDC and its employees in relation to employee workplace health and safety, including mechanisms for informing employees, and varying the policy
- outline the specific workplace health and safety management roles and responsibilities of FRDC employees, contractors and other persons
- outline the legislative basis for workplace health and safety management, and to provide an overview of the workplace health and safety management risk management process, together with definitions of relevant terminology
- establish a mechanism for recording workplace health and safety management activities and subsequent actions
- outline the process for evaluating the effectiveness of this policy

## 2. RESPONSIBILITY

Responsibility for this policy resides with the Manager Corporate Services/Senior Business Manager.

## 3. DEFINITIONS AND ACRONYMS

Definitions - follow link to [Definitions](#)

Acronyms – follow link to [Acronyms and Abbreviations](#)

## 4. RISK CATEGORY

Strategic	Operational	Financial	ICT	People
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

## 5. RELEVANT DOCUMENTATION

This section contains links to internally and externally facing documents – access to internally facing documents is restricted to FRDC employees.

Relevant documentation	Document location or web address
<b>Internal</b>	
Risk register	<a href="#">NEMO-17807-15</a>
Workplace Health and Safety (WHS) procedure	<a href="#">NEMO-29-1609</a>
<b>External</b>	
Comcare’s guidelines on preventing harm and managing hazards	<a href="#">Comcare</a>
Risk policy	<a href="#">FRDC website</a>
Workplace Health and Safety (WHS) Act 2011	<a href="#">WHS Act</a>

## 6. PUBLICATION

This policy is to be made available on the FRDC website.

## 7. POLICY

### 7.1 General

The FRDC is committed, so far as is reasonably practicable, to providing a safe and healthy environment for all employees, contractors and visitors to its workplace. The FRDC recognises that its people are its greatest asset and its most valuable resource. The FRDC’s ultimate goal is that its workplace is free of injury, illness and disease. The FRDC also recognises that the continued improvement of its health and safety management system makes good sense legally, morally and from a business perspective.

The FRDC recognises the importance of its legislative obligations under the *Work Health & Safety Act 2011* (the Act) to prevent work-related injury and illness; and nothing in this policy or the associated procedure restricts any rights or obligations under the Act.

The FRDC acknowledges that workplace health and safety hazards can be physical or psychological, and that they can derive from both office-based and field-based work environments. Psychological injuries will be handled in accordance with this policy and Comcare’s guidelines on preventing harm and managing hazards (refer [relevant documentation](#)).

This policy has been developed in consultation with all FRDC employees; and any future updates to the policy will be done in consultation with them.

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## 7.2 Responsibilities

### 7.2.1 The FRDC

The FRDC will:

- develop and implement strategies designed to prevent workplace injury, illness and disease
- promptly respond to any health and safety management issues or identified workplace hazards
- continue to improve its health and safety management system through regular performance review and evaluation
- facilitate open and ongoing consultation with employees and other stakeholders on health and safety management matters; particularly as part of regular staff meetings. In any such consultations FRDC employees may request that other employees/persons represent them
- provide information, training and supervision to enable FRDC employees to work safely and to meet their individual responsibilities under the Act
- provide adequate facilities for the welfare workers and foster work/life balance for all employees
- provide safe equipment, and instruction on its safe use
- strive to mutually resolve all health and safety management matters, issues and concerns. If an issue is unable to be resolved, any dispute arising as a result of this policy will be resolved in accordance with the Corporation's Grievance and Dispute Resolution located in the employee policy.
- maintain and review appropriate records relating to workplace health and safety
- thoroughly investigate all health and safety management incidents and dangerous occurrences
- not prejudice, threaten or dismiss an employee for raising concerns about a health and safety matter or for providing information to assist an investigation into a health and safety matter.

### 7.2.2 FRDC Officers

Officers (as defined in the Act) have the overall responsibility for the health and safety of all employees within the company. Officers need to ensure appropriate WH&S management systems are in place and that these systems comply with the relevant WH&S legislation.

The FRDC Executive Director has ultimate responsibility for exercising due diligence to ensure health and safety objectives are met by FRDC.

The Executive Director will:

- ensure the effectiveness of the FRDC's health and safety management system
- ensure consultation with employees and other stakeholders on workplace health and safety matters

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- inform the FRDC board where appropriate about the management of health and safety management responsibilities within FRDC
- actively promote and encourage positive attitudes towards health and safety issues by employees
- provide human and financial resources to support an effective health and safety management and ensure appropriate processes are in place
- provide training and education for FRDC employees in relation to their health and safety management responsibilities and FRDC's policies, procedures and strategies
- ensure that health and safety risk management activities, including regular workplace hazard inspections, are conducted and reviewed
- ensure that work is carried out in ways which safeguards the health and safety of employees by:
  - advising employees about appropriate reporting procedures for health and safety management incidents, notifiable incidents and dangerous occurrences
  - cooperating with the Health and Safety representative
  - acting promptly and positively on health and safety issues which come to his/her attention (note: working from home arrangements and personal leave are covered by the Employee start and exit procedure (contract general terms and conditions))
  - monitoring individual employee workloads to keep it within acceptable limits

The FRDC Manager Corporate Services/Senior Business Manager will:

- provide administrative and strategic support to the Executive Director in meeting organisation-wide health and safety management responsibilities
- monitor and review health and safety management performance
- monitor and represent the health and safety interests of all staff
- facilitate return to work rehabilitation process

In performing this role, he/she will consult with employees and:

- regularly consult with staff and review the adequacy and effectiveness of this policy and the health and safety management procedure through QMS reviews
- lead a discussion of health and safety management issues at each staff meeting
- undertake a formal hazard risk assessment where there is a material change in the work environment, such as:
  - the introduction of new work procedures or practices
  - changes to existing work practices
  - the purchase of new technology, new substances, or a new type of plant and equipment
  - moving into a new building or location

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- complex hazards being identified that cannot be rectified immediately
- the introduction of new staff with different levels of skills, knowledge or experience
- monitor health and safety management performance using a range of lag indicators and positive performance indicators including:
  - workers' compensation records and annual premium rates
  - reports from Comcare and health and safety management consultants
  - safety alerts from Comcare, health and safety management Authorities, industry, suppliers, installers or manufacturers
  - incident, first aid and dangerous occurrence reports
  - sick leave and unplanned absence data
  - participation in training programs and awareness activities
  - environmental monitoring (eg. temperature, air conditioning etc)
  - workplace hazard inspections
  - feedback from employees and other stakeholders, including
  - feedback on the effectiveness of the consultation mechanisms
  - health and safety management system audit outcomes
- consult with the Executive Director and worker on cessation of work should there be an imminent threat of a serious risk to health and safety

All employees play important roles in the ongoing development of a strong workplace safety culture which recognises the value of injury prevention strategies and the identification and control of workplace hazards.

Employees will:

- take reasonable care for their own health and safety
- strive to integrate good health and safety management practices into their everyday working practices. In particular, employee will actively and positively participate in activities designed to improve the health, safety and wellbeing of FRDC employee and other stakeholders.
- ensure that they do not endanger themselves or others through their actions or omissions and do not adversely affect the health and safety of other persons. In meeting this duty, FRDC employee will:
  - read, understand and comply with all health and safety management policies, procedures and instructions, including emergency and evacuation procedures
  - make proper use of all equipment provided by FRDC
  - take personal action to report any health and safety hazards, or any unsafe situations or work procedures, to their supervisor
  - seek information and advice before carrying out new or unfamiliar work
  - work cooperatively with all other employee to enable them to meet their health and safety management responsibilities
  - report any incidents or injury which occurs at, or in connection with their work
  - complete an incident or accident report from within 24hrs of any incident or injury incurred

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### 7.2.3 Contractors

Contractors engaged by FRDC will support the FRDC's commitment to maintaining a healthy and safe workplace by:

- taking reasonable care for their own health and safety
- complying with all FRDC health and safety management policies, procedures and instructions
- complying with all relevant Commonwealth, State or Territory health and safety management legislation
- meeting health and safety management requirements specified within contractual agreements with FRDC
- observing directions on health and safety from FRDC's designated officers

### 7.2.4 Other persons

All other persons on FRDC premises have a duty to take reasonable care for their own health and safety and:

- take reasonable care that their acts or omissions do not adversely affect the health and safety of other persons
- comply so far as they reasonably can with any reasonable instructions given by the FRDC
- agree to enter the premises aware they have obligations under the WHS Act 2011

## 7.3 WHS issue resolution

Satisfactorily resolving WHS hazards or issues requires the prompt and effective communication of the hazard or issue between the parties involved at the workplace. The process for resolving FRDC WHS hazards or issues is documented in Workplace Health and Safety (WHS) procedure – refer [relevant documentation](#).

## 7.4 Workplace hazard risk management

Hazard risk management is a fundamental element of an effective workplace health and safety management system designed to comply with WHS legislation. Identifying, assessing and controlling workplace hazards and risks promptly will eliminate or reduce the likelihood of their causing harm to employees who could become exposed to them.

The FRDC recognises that the identification, assessment and control of hazards within the workplace is a key factor in creating and maintaining a safe and healthy working environment.

Through the effective management of hazards FRDC can significantly reduce the number and the severity of workplace related injuries and illness thereby reducing the impact to both employees and FRDC.

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The FRDC has identified workplace health and safety management risks in its Risk register (see relevant documentation) and will hold an annual risk review to compliment this process.

A formal hazard risk assessment process is documented in Workplace Health and Safety (WHS) procedure – refer [relevant documentation](#).

## 8. ATTACHMENTS

#	Description
1	Not applicable