



ACT
Government

ACT Health

Work Health and Safety

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Policy Statement

The ACT Health Directorate (ACTHD) is committed to providing a safe and healthy working environment for all workers¹, visitors and other people who are affected by ACTHD activities.

ACTHD aims to create healthy and safe workplaces where people can thrive, perform at their best and contribute fully to their workplace and the broader ACT community.

ACTHD will apply a continuous improvement approach to work health and safety (WHS) by reviewing WHS processes and by aiming to eliminate hazards, manage risk, prevent workplace injury or disease and enhancing physical and mental wellbeing.

Consultation with workers and relevant stakeholders is essential for managing WHS. ACTHD will maintain effective consultation arrangements and structures, including:

- health and safety representatives who are accessible to workers,
- WHS committee arrangements that facilitate cooperation and assist in developing WHS standards,
- issue resolution procedures, and
- consultation procedures with workers about matters that affect health and safety.

Purpose

The purpose of this policy is to ensure that ACTHD:

- prevents injury and disease,
- enhances physical and mental wellbeing,
- manages WHS risks,
- reports and records hazards, risks, incidents and injuries,
- establishes and maintains first aid and emergency plans,
- complies with WHS legislation, and

¹ A person is a worker in accordance with the WHS Act, if the person carries out work in any capacity for a person conducting a business or undertaking, including work as:

- (a) an employee
- (b) a contractor or subcontractor
- (c) an employee of a contractor or subcontractor
- (d) an employee of a labour hire company who has been assigned to work in the person's business or undertaking
- (e) an outworker
- (f) an apprentice or trainee
- (g) a student gaining work experience
- (h) a volunteer, or
- (i) a person of a prescribed class.

- monitors and evaluates WHS performance.

This policy supports the [ACT Public Sector Work Health, Safety and Wellbeing Policy](#).

Scope

This policy applies to officers, managers, workers (including contractors), suppliers and visitors.

Roles and Responsibilities

Position	Responsibility
Director-General and Deputy Directors-General (who are officers in accordance with the WHS Act ²)	<p>Apply due diligence, including:</p> <ul style="list-style-type: none"> • acquiring and maintaining knowledge about WHS matters • understanding ACTHD’s operations, hazards and risks • ensuring that ACTHD applies appropriate: <ul style="list-style-type: none"> ○ resources and processes to eliminate or minimise WHS risks, ○ processes to receive and respond promptly to information about incidents, hazards and risks, and ○ processes for complying with the WHS legislation. <p>Develop, implement and evaluate policies, programs and initiatives to prevent or minimise harm and promote and enhance WHS and wellbeing.</p>
Managers	<p>Ensure that:</p> <ul style="list-style-type: none"> • officers are aware of risks and risk controls; • WHS requirements are met and written safety procedures are followed; • effective communication, consultation and co-operation takes place with other duty holders; • workplaces are well organized;

² Refer to section 27 of the WHS Act.

- lessons from WHS incidents are applied to reduce risk; and
- staff are trained and effectively supervised.

Develop, implement and evaluate policies, programs and initiatives to prevent or minimise harm and promote and enhance WHS and wellbeing.

Workers

Participate in and maintain WHS, including:

- taking reasonable care for their own health and safety and the health and safety of other persons;
 - complying with this policy and WHS procedures, including reporting hazards and injuries;
 - completing relevant WHS training;
 - working within their areas of WHS competency; and
 - participating in consultation processes.
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Implementation

This policy will be posted on the HealthHQ Intranet, displayed on WHS notice boards and promoted during workplace induction and training.

Records Management

Keeping records assists the ACTHD to demonstrate compliance with the WHS Act and WHS Regulation. Keeping records of WHS processes:

- allows the ACTHD to demonstrate how decisions about controlling risks were made,
- provides a basis for preparing standard operating procedures,
- allows the ACTHD to review risks, and
- demonstrates to other stakeholders that WHS risks are being managed.

WHS documents are corporate records and must be managed in accordance with the:

- the [ACTPS Workplace Privacy Policy Statement and Notice to Workers](#),
- ACTHD [records management policies and procedures](#),
- [Territory Records Act 2002](#),

- [Territory Records \(Records Disposal Schedule – Territory Administrative Records Disposal Schedules – Occupational Health & Safety \(OH&S\) Records Approval 2009 \(No.1\)](#), and
- [ACTPS Records Management Procedure](#).

Evaluation

Outcome Measures	Method	Responsibility
<p>The objectives of the WHS Policy will be monitored using key performance indicators, including:</p> <ul style="list-style-type: none"> • completion of corrective actions taken in response to safety inspections, • that WHSMS audit results meet ACTPS self-insurance requirements, • the rate of completion of WHS training, and • that incident and injury rates are lower than targets. <p>More information is included in the WHS Performance Management Plan.</p>	<p>Safety inspections, performance monitoring, and audit procedures detailed in the WHS Guideline.</p>	<p>Corporate and Governance Group.</p>

Related Documents

Legislation

- *Work Health and Safety Act 2011*
- *Work Health and Safety Regulation 2011*
- *Public Sector Management Act 1994*
- *Territory Records Act 2002*.

Policy

- [ACT Public Sector Work Health, Safety and Wellbeing Policy](#)
- [ACT Public Sector Work Health, Safety and Wellbeing Strategy 2019-2022](#).

Supporting Documents

- WHS Guideline
- WHS Performance Management Plan
- WHS Audit and Assessment Procedure.

Standards

- AS/NZS ISO 45001:2018 Occupational health and safety management systems – Requirements with guidance for use.

Version Control

Version	Date	Comments
1.0	9 January 2020	Replaces DGD18-005
2.0	20 July 2021	Reviewed

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