

**Policy**

**Work Health and Safety**

1. **Policy Statement**
   1. ACT Health is committed to the provision of a safe and healthy working environment for all workers (staff, contractors, volunteers, students and suppliers).
   2. The approach of ACT Health to Work Health and Safety (WHS) is one of continuous improvement. This occurs by establishing measurable objectives, targets and consistently reviewing our processes in WHS performance with the aim to eliminate workplace injury/ illness. This is to be achieved through full consultation and by enhancing the skills, knowledge and commitment of ACT Health workers.
   3. All areas will use ACT Health Work Health & Safety Management System (WHSMS) which supports the implementation of this policy and outlines specific roles and responsibilities, governance arrangements and processes for managing work health and safety risk in the organisation.
   4. This includes the management of change in terms of new facilities, changes to equipment, procurement, work practices, organisational change and staffing changes.
   5. This policy is communicated to all workers.
2. **Purpose**
   1. This policy demonstrates the Directorate’s commitment to an approach to WHS that is:

* organisationally integrated and relevant
* compliant with current legislative requirements, relevant Australian Standards and Codes of Practice
* engaged in consultation and accountable for the health and safety of:
* workers, which include staff, students, contractors, volunteers, suppliers and anyone conducting business at any of the Directorate’s physical locations; and
* other relevant parties, which includes people who use Directorate services and visitors.

1. **Scope**
   1. The policy pertains to all ACT Health workers and other relevant parties as defined in part 2.1 above.
2. **Roles and Responsibilities** 
   1. In line with the WHSMS, the broad roles and responsibilities relevant to this policy are:

**Director-General**

* To develop in consultation with management or their representatives the WHS Policy.

**Executive Directors**

* To develop, implement and monitor the WHS policy in consultation with workers or their representatives.

**Managers / Supervisors**

* Workers who report to them are consulted on the WHS policy and are also made aware of the content of the WHS policy; and
* Complying with the requirements of the WHS policy.

**Workers**

* To be aware of and comply with the requirements as outlined in the policy.
  1. In recognition that safety is our responsibility, ACT Health is to ensure, so far as reasonably practicable, that:
* All workers are informed of the basic principles of WHS, injury management and their role and responsibilities in the workplace;
* All workers are provided with sufficient information to take personal accountability for their own safety and the management of environmental risks to ensure the safety of themselves and other workers at ACT Health physical locations;
* The protection of workers and other relevant parties to reduce harm to their own health, safety and welfare by elimination or minimisation of risks arising from work. This includes effective implementation of risk management processes;
* ACT Health WHS policies and standard operating procedures are compliant with ACT Work Health and Safety Legislation as well as relevant Australian Standards and Codes of Practice;
* All managers are responsible for implementing and training workers on WHS policies and standard operating procedures and will be held accountable under WHS legislation. Responsibilities are defined in all ACT Health workers’ relevant WHS Responsibility Statement;
* Management review of Division, Branch and Unit WHS policies and standard operating procedures occurs every two years (or more frequently in high risk areas) to assess operational effectiveness and compliance with legislative requirements;
* ACT Health and Division/ Branch WHS goals and objectives and supporting plans are developed and managed with appropriate corrective actions and timeframes based on the level of risk identified;
* Workers are equipped with the appropriate training, skills, and knowledge required to effectively carry out their roles in a manner that is safe and of minimal risk of injury to themselves or others;
* Where there is a conflict of safety, then employees’ safety takes precedence over patient/client/consumer safety;
* Fair and effective workplace representation and regular consultation and processes are in place to enable issue resolution for matters affecting their WHS; and
* Sufficient resources are available to meet WHS legislative requirements.

1. **Evaluation**
   1. **Outcome measures** 
      1. All ACT Health workers and other relevant parties are aware of the WHS policy and the requirement to use ACT Health WHSMS.
   2. **Method** 
      1. WHSMS Audit Program for Divisional/ Branch Internal and External WHS Audits which are reported to the Tier 1 Work Health Safety Committee.
      2. Work Health Safety Planned Inspections ensure this policy is displayed in local work areas and reported to the Tier 1, 2 and 3 Health Safety Committees.
2. **Related Legislation and Policies**

* *Work Health and Safety Act 2011*

<http://www.legislation.act.gov.au/a/2011-35/default.asp>

* *Work Health and Safety Regulation 2011*

<http://www.legislation.act.gov.au/sl/2011-36/default.asp>

* *Public Sector Management Act 1994*

<http://www.cmd.act.gov.au/governance/public/working>

**References**

* AS/NZS 4801:2001 Occupational health and safety management systems – Specification with guidance for use
* AS/NZS 4804:2001 Occupational health and safety management systems - General guidelines on principles, systems and supporting techniques
* AS/NZS ISO 31000:2009 Risk Management Principles and Guidelines
* OHSAS 18001:2007 Occupational Health and Safety Management Systems Specifications
* OHSAS 18002:2008 Guidelines for the Implementation of Occupational Health and Safety Management Systems Specifications
* ACT Health – Workplace Safety intranet page
* Chief Minister Cabinet & Department Website – Work Safety and Injury Management

<http://www.cmd.act.gov.au/governance/public/wpsafety>

* WorkSafe ACT website

<http://www.worksafe.act.gov.au/health_safety>

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