

## Work health and safety

NUMBER	IND-P-185	VERSION	1.1
AUTHORISED BY	Secretary	AUTHORISED DATE	17/03/2016
ISSUED BY	People, Learning and Culture	EFFECTIVE DATE	17/03/2016

### Purpose

The department is committed to providing a safe workplace for all workers. This policy sets out how the department will fulfil this commitment.

### Scope

The policy applies to all departmental workers including employees, contractors, visitors, labour hire, volunteers and students.

The workplace includes any place of work where work is carried out for the department or any place where a worker goes, or is likely to be, while at work.

### Policy

The department will ensure a safe workplace through:

1. the implementation and annual review of the department's *Health & Safety Strategy* which establishes measurable health and safety objectives and targets aimed at reducing workplace injury and illness
2. ensuring compliance with current work health and safety legislation and other statutory requirements
3. adherence to a safety management system based on a risk management approach where risks are eliminated where reasonably practicable, or at least minimised
4. work health and safety due diligence which involves
  - a. systematically identifying and controlling hazards in the workplace and reporting all incidents
  - b. ensuring relevant personnel in the department acquire and keep up to date knowledge on work health and safety matters
  - c. establishing and monitoring work health and safety resources and training requirements
  - d. continually improving the department's work health and safety system through systematic audits and reviews
  - e. providing effective and efficient communication and consultation mechanisms for all workers.

### Procedures

Nil

### Roles and responsibilities

*Persons Conducting Business Undertakings (PCBU) and Officers:*

will ensure that, as far as reasonably practicable, sound health and safety practices are implemented in their area of responsibility. This includes:

- implementing this policy
- ensuring the department's compliance with legislative requirements, current industry standards and codes of practice

- maintaining the workplace in a condition that is safe and minimises risk to workers' health
- educating workers in understanding and following safety procedures
- ensuring adequate supervision of all workers
- acting on incident reports in a timely manner
- immediately correcting any unsafe behaviour displayed by any worker
- consulting with workers on work health and safety issues and performance
- providing adequate resources (human, physical and budgetary) to enable the department to fulfil its legal health and safety obligations and safety objectives and targets as set out in the *Health & Safety Strategy*.

#### *Workers:*

are responsible for:

- taking care for the health and safety of people who might be affected by their acts or omissions
- reporting all incidents, injuries and hazards and controlling where practicable any hazards identified
- cooperating with the department in relation to health and safety policies, procedures and safe systems of work and complying with any reasonable instruction
- participating in work health and safety consultation and training activities.

Other roles and responsibilities are set out in a detailed *Accountability statement*.

#### **Delegations**

- Nil.

#### **Legislation**

- *Work Health and Safety Act 2011*
- *Work Health and Safety Regulations 2011*

#### **Related policies**

- Nil

#### **Other related documents**

- NSW Department of Industry, *Health & Safety Strategy*
- NSW Department of Industry, *Accountability statement*
- Codes of Practice

#### **Definitions**

- PCBU: Person conducting a business undertaking - is a person or duty holder such as a company or partnership that operates the business such as NSW Trade & Investment.
- Officer: is a senior executive who makes or participates in making decisions that affect the whole or a substantial part of a business.
- Worker: includes employees, contractors or sub-contractors, labour hire employees, apprentices or trainees, students and volunteers.

#### **Superseded documents**

This policy replaces:

- Industry & Investment NSW A-110 Health and Safety Policy 2010
- Department of Water & Energy DP\_023 Occupational Health & Safety Policy 2009
- OLGR and Arts NSW - Communities NSW OHS Policy 2009
- Catchments – Occupational Health & Safety Policy 2008 - DECC
- Crown Lands – Occupational Health & Safety Policy 2011 - LPI

**NB. A Department of Industry policy number (IND-P-185) has been issued for this Policy to reflect the new department.**

**Revision history for previous Work Health & Safety Policy TI-A-140**

Version	Date issued	Notes	By
1.0	01/08/2012	New policy developed in response to new department and Work Health & Safety legislation 2011.	Group Manager Health & Safety
1.1	17/03/2015	Minor edit – position titles and references.	Director, Health & Safety

**Revision history for current Work Health & Safety Policy IND-P-185**

Version	Date issued	Notes	By
1.0	17/03/2016	Minor edit – review date and reference to outdated agencies	Director, Health & Safety
1.1	06/04/2016	Policy renumbered to reflect new department.	Project Officer, Corporate Governance

**Review date**

01/04/2018

**Contact**

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