



## CORPORATE POLICY STATEMENT NO. 60

### WORK HEALTH AND SAFETY

August 2015

#### 1. OBJECTIVES

To communicate the commitment by the Department of Parks and Wildlife to ensuring a safe and healthy workplace.

To maintain the department's health and safety management system in accordance with legislative requirements and the Code of Practice: Occupational Safety and Health in the Western Australian Public Sector.

To provide employees with sources of information and guidance.

#### 2. SCOPE

This policy applies to all department employees, volunteers and contractors, all workplaces and includes all places where employees carry out work.

For the purpose of this policy the term 'manager' refers to Regional and District Managers, Branch and Section managers, Directors, and the Director General, unless specifically delegated elsewhere in other relevant policies and/or procedures.

#### 3. CONTEXT

The department promotes a strong culture of workplace health and safety. As an employer, the department embraces the duty of care responsibility prescribed in the *Occupational Safety and Health Act 1984* (the Act) to ensure the health and safety of employees and others in the workplace.

The department's commitment to health and safety excellence is underpinned by a duty that is shared by senior management, supervisors and employees to establish and implement management systems and safety management practices. Health and safety management is integrated into the department's core values and corporate planning processes and clear management accountability has been established for health and safety performance.

The department will use the term *health and safety* instead of *occupational safety and health* unless specific reference is made to the current Act. This term will be standardised across the department in order to align with the contemporary terminology used in the proposed draft legislation.

#### **4. LEGISLATION**

The principal legislation that underpins this policy is the *Occupational Safety and Health Act 1984* which provides for the promotion, coordination, administration and enforcement of health and safety in Western Australia. The Act places certain duties on employers, employees, manufacturers, importers and suppliers. It also places emphasis on the prevention of accidents and injury.

The Act is supported by a further tier of statute – the *Occupational Safety and Health Regulations 1996*, which prescribe minimum standards and defines specific requirements related to hazards or a particular type of work. They also allow licensing, granting of approvals and certificates.

The *Workers Compensation and Injury Management Act 1981* makes provisions for the compensation of employees who suffer a work-related injury or illness and the management of employees' injuries or illness with the objective of enabling a return to work.

#### **5. POLICY**

- 5.1 The department will, so far as practicable, provide and maintain a working environment in which employees are not exposed to hazards.
- 5.2 The department will establish, maintain, monitor and review programs and procedures at the workplace relating to health and safety.
- 5.3 The department will provide employees with approved personal protective clothing and equipment for health and safety purposes in the workplace.
- 5.4 The department will encourage and assist all personnel to attain and maintain appropriate physical and mental health and positive lifestyle behaviours.
- 5.5 The department will assess, if required, the ability of individual employees to safely undertake work required as part of their employment in accordance with departmental guidelines.
- 5.6 The department will audit the actions and indicators in the Work Health and Safety Management Plan annually and will undertake actions to improve performance, as required.

#### **6. STANDARDS**

The standards that are required to be met in order to attain the highest achievable departmental performance in health and safety are prescribed in the legislation, regulations and codes administered by relevant Western Australian government agencies and the Commission for Occupational Safety and Health.

Departmental standards are outlined in the Employee Relations and Safety policies, guidelines and supporting documentation. The Work Health and Safety Management Plan contains a range of actions and indicators for the five key elements of health and safety (management commitment; planning; consultation and reporting; hazard management; and training and supervision).

## **7. POLICY IMPLEMENTATION STRATEGIES**

To ensure the above policy statements are met, the following key responsibilities have been determined.

### **7.1 Managers**

- 7.1.1 Demonstrate their commitment to the highest achievable standards of health and safety through effective leadership, fostering of teamwork and the facilitation of expert advice, services and resources.
- 7.1.2 Regularly consult and collaborate with employees on health and safety in the workplace, through effective health and safety committees.
- 7.1.3 Provide and maintain workplaces, equipment and systems of work such that, so far as practicable, employees are not exposed to hazards.
- 7.1.4 Provide induction, instruction, supervision and training to their employees as is necessary for them to perform their work safely.
- 7.1.5 Make arrangements for the safe use, handling, maintenance, storage, transportation and disposal of hazardous materials and substances.
- 7.1.6 Ensure prompt reporting and investigation of lost time and medical treatment accidents, injuries or diseases in the workplace and implementation of remedial action where required.

### **7.2 Employees**

- 7.2.1 Take reasonable care to ensure their own health and safety, and to avoid adversely affecting the health and safety of others through any act or omission while at work.
- 7.2.2 Maintain a responsibility to identify and report hazards, near-misses, incidents and injuries; assess risks, and undertake corrective actions.
- 7.2.3 Comply with instructions for health and safety in the workplace.
- 7.2.4 Correctly use and maintain personal protective clothing and equipment as provided.

### **7.3 Employee Relations and Safety Section**

- 7.3.1 Oversee the review, and implementation of the Work Health and Safety Management Plan and health and safety management system within the department.
- 7.3.2 With assistance from management appointed Safety Officers, conduct audits against the actions and indicators in the Work Health and Safety Management Plan annually and provide recommendations to improve performance, as required.
- 7.3.3 Coordinate the standardisation of health, safety and wellbeing across the department and provide support and advice to managers and employees.

7.3.4 Oversees the development and implementation of health and safety documentation including policies and guidelines.

7.3.5 Work in collaboration with all department divisions to establish and maintain a standardised approach to health and safety.

7.3.6 Assist in the implementation of policy through formulation of strategies contained in the department's Health and Safety Management Plan, Employee Relations and Safety Section policies, guidelines, and operational plan.

**8. CUSTODIAN**

Director Corporate Services Division.

**9. PUBLICATION**

This policy will be made available on the department's intranet.

**10. KEY WORDS**

Occupational Safety and Health Act; health and safety; workplace; hazards; Health and Safety Management Plan

**11. REVIEW**

This policy will be reviewed no later than five years after the effective date.

**12. DIRECTOR GENERAL APPROVAL**

Approved by



Jim Sharp  
DIRECTOR GENERAL

Effective date: 18 August 2015