



## **CORPORATE POLICY STATEMENT NO. 60**

### **HEALTH, SAFETY AND WELLBEING**

December 2019

#### **1. OBJECTIVES**

To communicate the department's commitment to ensuring the health, safety and wellbeing of its workforce.

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

#### **2. SCOPE**

This policy applies to all employees, members of boards and committees, external students and trainees, and as far as is reasonably practicable, contractors and volunteers (hereafter referred to as "employees") when undertaking work, including when on-call, for the Department of Biodiversity, Conservation and Attractions, Botanic Gardens and Parks Authority, Rottnest Island Authority and Zoological Parks Authority (known collectively as 'the department').

For the purpose of this policy, the following represent the department and are responsible for implementing the relevant policy requirements:

- Director General and Corporate Executive;
- Health, Safety and Wellbeing Section;
- Managers; and
- Supervisors.

#### **3. CONTEXT**

The department promotes a strong culture of workplace health, safety and wellbeing.

The department's commitment to health, safety and wellbeing is underpinned by a duty that is shared by managers, leaders, supervisors and employees to establish and implement appropriate management systems and practices. Health, safety and wellbeing management is integrated into the department's core values and corporate planning processes.

The department will use the term 'health, safety and wellbeing' unless specific reference is made to the current *Occupational Safety and Health Act 1984* (OSH Act) or *Occupational Safety and Health Regulations 1996* (OSH Regulations).

This policy should be read in conjunction with the following:

- [Corporate Policy Statement No 56: Risk Management](#);
- [Corporate Policy Statement No 30: Alcohol and Other Drugs](#);
- [Corporate Policy Statement No 27: Managing the Effects of Critical Incident Stress](#);

- [Corporate Guideline No 30: Fitness for Work](#);
- [Corporate Guideline No 27: Managing the Effects of Critical Incident Stress](#);
- [Corporate Guideline No 19: Management of Asbestos Containing Material](#); and
- [Health, Safety and Wellbeing Section local procedures](#).

#### 4. LEGISLATION

The OSH Act provides for the promotion, coordination, administration and enforcement of health and safety in Western Australia. The OSH Act is supported by the OSH Regulations, which prescribe minimum standards and define specific requirements related to hazards or a particular type of work. Standards, codes of practice and other guidance material that are referred to in the OSH Act and OSH Regulations form part of the legislative framework.

The *Workers Compensation and Injury Management Act 1981* (WCIM Act) makes provisions for the compensation of employees who suffer a work-related injury or illness and the management of the injuries or illness with the specific objective of enabling a return to work. The *Workers Compensation and Injury Management Regulations 1982* and the *Workers Compensation Code of Practice (Injury Management) 2005* support the WCIM Act by providing an implementation framework for injury management systems and return to work programs.

#### 5. POLICY

The department will:

- 5.1 Provide and maintain a working environment where the risk of exposure to hazards is reduced to as low as is reasonably practicable.
- 5.2 Maintain health, safety, wellbeing and injury management systems that meet the legislative and other requirements and align with the elements of the WorkSafe Plan.
- 5.3 Work collaboratively to establish and maintain a standardised approach to health, safety and wellbeing.
- 5.4 Provide consistent support and advice to managers and employees.
- 5.5 Audit the health, safety, wellbeing and injury management systems annually and identify and implement strategies to improve performance.
- 5.6 Maintain advisory and corporate committees that provide strategic direction and guidance on health, safety and wellbeing.
- 5.7 Commit to supporting employee elected Health and Safety Representatives, management appointed Safety Officers, Health and Safety Committees, Peer Supporters and Critical Incident Peer Responders.
- 5.8 Consult and communicate with employee elected Health and Safety Representatives, management appointed Safety Officers, Health and Safety Committees, managers and employees regarding health, safety and wellbeing matters.

- 5.9 Provide information, instruction, training and supervision of employees as is necessary to enable them to perform their work safely.
- 5.10 Provide employees with appropriate personal protective clothing and equipment where it is not practicable to avoid the presence of hazards.
- 5.11 Provide employees with appropriate and transparent systems to report, track and remediate hazards, near-misses and incidents.
- 5.12 Investigate reports of hazards, near-misses and incidents and communicate the outcomes, including to the employee who made the report.
- 5.13 Encourage employees to attain and maintain appropriate physical and mental health.
- 5.14 Assess, if required, the ability of individual employees to safely undertake work required as part of their employment in accordance with industrial instruments and departmental policies, guidelines and procedures.
- 5.15 Support injured employees to return to work, wherever medically appropriate.
- 5.16 Encourage consultation and communication between key parties involved in the injury management process.
- 5.17 Ensure that the confidentiality of health records and medical history is maintained.

Employees will:

- 5.18 Adhere to the requirements, as outlined in Section 20 of the OSH Act and department policies, guidelines and procedures.
- 5.19 Take reasonable care to ensure their own health, safety and wellbeing.
- 5.20 Avoid adversely affecting the health, safety and wellbeing of others through their behaviour in the workplace.
- 5.21 Identify and report hazards, near-misses and incidents, assess risks, and implement approved corrective actions.
- 5.22 Comply with instructions for health, safety and wellbeing in the workplace and cooperate with the department in implementing obligations under the OSH Act.
- 5.23 Correctly use and maintain personal protective clothing and equipment as provided.

## **6. STANDARDS**

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

Department standards for health, safety, wellbeing and injury management are set out in various policies, guidelines and procedures.

**7. POLICY IMPLEMENTATION STRATEGIES**

The strategies that have been formulated to implement the policy statements above are contained in the department's Standard Operating Procedures and Health, Safety and Wellbeing Section's operational plan.

**8. CUSTODIAN**

Executive Director Corporate and Business 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; wellbeing; injury management; workers' compensation; workplace; hazards.

**11. REVIEW**

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

**12. DIRECTOR GENERAL APPROVAL**

Approved by



Mark Webb  
DIRECTOR GENERAL

Effective date: 8 December 2019