

Work Health Safety and Wellbeing Policy

Policy Statements

The Department of Communities Tasmania is committed and has a duty under the [Work Health and Safety Act 2012](#) (the Act) and the [Work Health and Safety Regulations 2012](#) (the Regulations) to ensure the health and safety of all workers, including eliminating or minimising risks to health and safety. Workers also have a personal responsibility to take reasonable care for their own health, safety and wellbeing and to follow any reasonable instruction provided by their employer to comply with WHS laws. The Agency and workers have a shared responsibility to work together in creating and maintaining a safe work environment.

This will be achieved by:

- Developing a proactive safety culture that involves the early identification and reporting of workplace hazards and the implementation of effective controls to manage health, safety, and wellbeing risks in the workplace.
- Adopting work practices and procedures that, as a minimum, meet legislative requirements.
- WHS risk management practices consistent with the nature of work conducted and as per the [How to Manage Work Health and Safety Risks Code of Practice](#).
- Ensuring safe systems of work by providing information, instruction, training and supervision.
- Managers exercising strong visible leadership through effective and timely response to reported hazards and incidents.
- Consulting with workers and encouraging their contribution in the identification and improvement of WHS matters.
- Establishment of meaningful WHS key performance indicators for the Agency that demonstrate commitment to learning and continuous improvement.

Purpose

The principal goal is to promote and improve WHS to prevent workplace injuries, illnesses and ill health. This policy is supported by the Secretary's [Statement of Commitment](#) to Work Health and Safety.

This policy meets our obligations to comply with:

- The Act, to fulfil the primary duty of care of the Agency to ensure, so far as is reasonably practicable, the health and safety of workers and others.
- [Employment Direction No. 27 – Work Health and Safety](#) (ED 27) associated [Guidelines: Improving Work Health and Safety in the State Service](#), and the [State Service Work Health and Safety Policy](#).
- This policy applies to all workers including volunteers, contractors and others within Communities Tasmania.

Mandatory Requirements

- The Secretary's [Statement of Commitment](#) must be visible on noticeboards for all workers and visitors in all areas and discussed with new and existing employees and other workers.
- This policy must be reviewed annually or whenever there is a change in Secretary, a significant change to the Agency structure or changes to relevant legislation.
- Communities Tasmania must ensure that relevant information, training and instruction are provided to workers to facilitate a safe and healthy work environment.
- This is a statewide policy and must not be re-interpreted so that subordinate policies exist. Should discreet operational differences exist, these should be expressed in the form of an operating procedure or protocol.
- **Failure to comply** with this policy, without providing a good reason for doing so, may lead to disciplinary action.

Audit and Risk

- Non-compliance with this policy increases the risk of the Agency:
 - not fulfilling its duty of care by doing everything reasonably practicable to minimise risks to health and safety;
 - failing to comply with relevant WHS legislation and State Service directives; and
 - limiting its ability to fulfil its strategic priorities and be positioned as an employer of choice.
- Non-compliance with this policy may result in legal and/or disciplinary consequences, including, prosecution under the [Act](#).
- Compliance with the policy and underlying systems and procedures will be assessed as part of the Agency's internal audit program.

Responsibilities

Secretary	<ul style="list-style-type: none"> in conjunction with the Work, Health, Safety and Wellbeing Executive Advisory Group identify and set measurable WHS objectives and targets and monitor the WHS performance of the Agency demonstrate active and visible leadership in WHS.
Managers	<ul style="list-style-type: none"> demonstrate active and visible leadership in WHS consider safety as an integral function of all aspects of their everyday activities and operations respond immediately to reported hazards and incidents to ensure effective controls are implemented as far as reasonably practicable discuss WHS with their workers including this policy and the Secretary's Statement of Commitment.
Officers	<ul style="list-style-type: none"> support and contribute to a workplace where any hazards identified, and the associated risks must be reasonably controlled in accordance with WHS policies and procedures exercise due diligence by taking reasonable steps to know, understand, resource, monitor, comply and verify that risks are being minimised throughout operations.
Workers	<ul style="list-style-type: none"> support and contribute to a workplace where WHS hazards and incidents are reported through the Safety Reporting and Learning System (SRLS) take reasonable care of their own health and safety so their acts or omissions do not adversely affect the health and safety of other persons, and comply with reasonable instructions, policies and procedures of which they have been notified.
Other persons	<ul style="list-style-type: none"> take reasonable care of the health and safety of themselves and others and comply with reasonable instructions.

Values

This policy, and all related procedures and guidelines, reflect and reinforce the values of Communities Tasmania. We are Kind, Committed, Respectful and Connected.

Definitions

Officer (in accordance with the WHS Act)	A person who makes decisions, or participates in making decisions, that affect the whole, or a substantial part of a business or undertaking and has the capacity to significantly affect the financial standing of the business or undertaking, within the meaning of s9 Corporations Act 2001. The duty of an officer cannot be delegated.
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This Policy may be varied, withdrawn or replaced at any time. Compliance with this directive is **mandatory** for the Agency (Department of Communities Tasmania). **PLEASE DESTROY PRINTED COPIES.** The electronic version of this Policy is the approved and current version and is located on the Communities Tasmania intranet. Any printed version is uncontrolled and therefore not current.

Manager	An employee or officer who has responsibility for the supervision and/or management of employees.
Worker	Person carrying out work for Communities Tasmania, including work as an employee, contractor, subcontractor, employee of a contractor or subcontractor, employee of a labour hire company, outworker, apprentice, trainee, work experience students, volunteer or a person of a prescribed class.
Other person or 'others'	Anyone entering the workplace, such as visitors, or any persons otherwise affected by the work we do (including, clients and members of the public).

Related Legislation

The Department of Communities Tasmania operates in accordance with the [State Service Act 2000](#) and all other employment related legislation which includes, but is not limited to:

- [Work Health and Safety Act 2012](#)
- [Work Health and Safety Regulations 2012](#)
- [Employment Direction 27 – Work Health and Safety](#)

Attachments

- [Work Health and Safety Statement of Commitment 2021](#)

Policy Details

Id Number	WHSI-001
Related Policies	This policy must be read and implemented with consideration to insert names of any related policies
Date Created	30 July 2021 date the version was approved
Current Version	30 July 2021 Date the current version was approved
Review Date	29 July 2022 Date the policy will be due for review
Custodian and Review Responsibility	People and Culture
Contact	Director — People and Culture
Applies to	All workers including volunteers, contractors and others within the Agency.
Routine Disclosure	Yes

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Current Version Approval

Creation Notes	New policy created for the Department of Communities Tasmania		
Prepared by		Assistant Director — Safety, Wellbeing and Workplace Relations	15 July 2021
Through		Director — People and Culture	19 July 2021
Through		Executive Director — Corporate Services	30 July 2021
Approved by		Secretary	30 July 2021

Revision History

Revision No.				
Revision Details				
Revised by				
Approved by				

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