Work health and safety policy

Policy statement
People are the focus of Queensland Health, and our commitment to ensuring the safety, health and wellbeing of all workers including volunteers, students, contractors and other persons, shall be a key underpinning factor supporting the provision of quality public healthcare services.

Intent of this policy
The intent of this policy is to ensure:

- Work health and safety (WHS) is an integral part of our management systems and core operations.
- Executive managers recognise the benefits of integrating WHS into planning, resourcing and reporting responsibilities through the implementation of the work health and safety management system.
- Executive managers understand their WHS responsibilities and the key issues pertaining to their service, and strive to continually develop their knowledge and understanding of these issues.
- Work related injury and illness is prevented by establishing measurable health and safety objectives and targets and conscientiously striving to achieve these.
- All legislative requirements are adhered to, and codes of practice and industry standards are met or exceeded.
- National and state government work health and safety strategies are supported.
- Workers participating in the rehabilitation process are treated with confidentiality, respect and equity.
- The rehabilitation process supports the timely, safe and sustainable return to work of ill or injured workers.
- Workers and their immediate families, based on set criteria, have available confidential, no-cost counselling support for work related and personal issues.

This intent is reflected in the WHS policy statement (attachment 1).

Scope
This policy applies to all workers including volunteers, students, contractors and other persons within the Department of Health divisions, agencies and Hospital and Health Services (HHS) that are not prescribed services.
Principles

**Leadership** – executives and senior managers shall:

- Have ownership of key work health and safety issues.
- Be safety leaders advocating a positive safety culture fostered through effective work health and safety leadership, consultation and upholding core safety values and standards.
- Actively promote and inspire an equitable and supportive culture that encourages learning, transparency and open reporting across the organisation.
- Establish and maintain the framework for the safety management system (SMS) in the area of managerial responsibility.
- Implement a risk management approach to WHS which is systematically incorporated as part of day-to-day business operations.
- Develop and review WHS outcomes, and formulate and approve response strategies to emerging issues.
- Recognise and celebrate WHS accomplishments.

**A consultative and safety-aware culture:**

- An inclusive and integrated safety culture shall be developed through the core values of respect, transparency and shared decision making.
- Resolution of health and safety issues will be enabled through inclusive consultation and communication between interested parties.
- Every worker, including managers, shall recognise their work health and safety responsibilities, and shall strive to integrate these into all aspects of their work.

**Reliable and responsive systems:**

- WHS risks are managed and continuous improvement in safety management is promoted through the implementation of a safety management system that meets nationally accepted standards.
- WHS skills are integrated into training and education programs of every worker.
- Quality systems shall be applied for monitoring and maintaining WHS records and information, and for evaluating WHS performance.

**Supportive and confidential workplaces:**

- Workplace rehabilitation and return to work programs for all workers in the event of injury or illness, including non-work related conditions shall, where reasonably practicable, be provided in a manner that is consistent with the worker’s capabilities.
Department of Health: Work health and safety policy

This commitment shall be irrespective of any review or appeal procedure and aim to achieve timely, safe and sustainable return to work outcomes.

- Queensland Health shall comply with legislative obligations associated with WHS and workers’ compensation rehabilitation and acknowledges the right of both the employer and workers to query decisions made by WorkCover Queensland or the regulator in relation to an application for workers’ compensation.

- Queensland Health commits to maintaining the confidentiality of workers’ access to psychological care through specialist on-call counsellors and all rehabilitation information.

Legislative or other authority

- Anti-Discrimination Act 1991
- Building Act 1975
- Building Fire Safety Regulation 2008
- Disability Safety Act 2006
- Electrical Safety Act 2002
- Electrical Safety Regulation 2013
- Fire and Rescue Service Act 1990
- Hospital and Health Boards Act 2011
- Public Health Act 2005
- Public Service Act 2008
- Work Health and Safety Act 2011
- Work Health and Safety Regulation 2011
- Workers’ Compensation and Rehabilitation Act 2003
- Workers’ Compensation and Rehabilitation Regulation 2003

Supporting documents

- QH-IMP-401-1:2014 Work health and safety planning implementation standard
- QH-IMP-401-2:2014 Work health and safety governance, consultation and capability implementation standard
- QH-IMP-401-3:2014 Work health and safety risk management implementation standard
- QH-IMP-401-4:2014 Work health and safety monitoring, evaluation and performance review implementation standard
- QH-IMP-401-5:2014 Workplace rehabilitation and return to work implementation standard
• QH-PCD-401-3-1:2014 Personal protective equipment management procedure
• QH-PCD-401-2-1:2014 Implementing a work health and safety training and development framework procedure
• QH-PCD-401-5-1:2014 Workplace rehabilitation and return to work procedure

(See Attachment 2 for the SMS architecture)

Related policy or documents
• 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
• AS4083-2010 Planning for emergencies—Health care facilities
• AS/NZS ISO31000:2009 Risk management—Principles and guidelines

Business area contact
Organisational Health, Human Resources Services, System Support Services Division

Review
This policy is due for review on 01 May 2017 or subject to changes in legislation, organisational activities, or OHS performance. Notwithstanding this policy remains in force until such time as it is revoked.

Date of last review: 30/04/2014

Supersedes:
• QH-POL-275:2012 – OHS Policy
• QH-POL-276:2012 – Workplace Rehabilitation and Return to Work Policy
• QH-POL-277:2012 – Workers’ Compensation Reviews and Appeals Policy
• QH-POL-274:2012 – Health and Safety Management System Governance Policy
• OHS Policy Statement

Approval and implementation
Policy custodian:
Senior Director, HR Policy, Performance and Organisational Health
Definitions of terms used in this policy and supporting documents

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition / explanation / details</th>
<th>Source</th>
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| Worker                                                              | For matters relating to the *Work Health and Safety Act 2011* a worker is: A person is a worker if the person carries out work in any capacity for the person conducting a business or undertaking, (e.g. the department, agency or HHS), including work as:  
  - an employee  
  - a contractor or subcontractor  
  - an employee of a contractor or subcontractor  
  - an employee of a labour hire company who has been assigned to work in the person’s business or undertaking  
  - an outworker  
  - an apprentice or trainee  
  - a student gaining work experience  
  - a volunteer  
  - a person of a prescribed class. | *Work Health and Safety Act 2011* s 7                                                                                                                                  |
| Worker (in relation to workers’ compensation matters)               | A person who works under a contract with Queensland Health, and in relation to the work, is an employee for the purpose of assessment for PAYG withholding under the *Taxation Administration Act 1993*; who has sustained a work related personal injury or illness. (The above definition is utilised by WorkCover) | *Workers’ Compensation and Rehabilitation Act 2003* s 11(1) (as amended 2013)            |
Queensland when determining liability / eligibility for workers’ compensation entitlements).

In the context of the Department of Health’s Workplace Rehabilitation System and associated documents, ‘worker’ can also refer to any worker with an injury or illness who requires rehabilitation support to return to work, which may include those workers with a non-work related injury / illness who are not entitled to / are not applying for compensation under the *Workers’ Compensation and Rehabilitation Act 2003* or under QSuper Income Protection Insurance benefits.

<table>
<thead>
<tr>
<th>Regulator</th>
<th>Means the applicable enforcement body for the WHS issue appointed under the <em>Public Service Act 2008</em>. This includes the Queensland Fire and Emergency Service, Office of Fair and Safe Work Queensland and the Electrical Safety Office.</th>
<th>Department of Health</th>
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<tr>
<td>The Workers’ Compensation Regulator</td>
<td>The Worker’s Compensation Regulator appointed under the <em>Public Service Act</em> must act independently when making a decision under the <em>Worker’s Compensation and Rehabilitation Act 2003</em> (formerly known as QCOMP).</td>
<td>Work Health and Safety Act 2011</td>
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**Version control**

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<thead>
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<th>Version</th>
<th>Date</th>
<th>Prepared by</th>
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<tr>
<td>1.0</td>
<td>30/04/2014</td>
<td>OHS</td>
<td>SMS review project 2013-14</td>
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Queensland Health

Work health and safety policy statement

People are the focus of Queensland Health, the safety and wellbeing of staff, clients, contractors, visitors and suppliers are of fundamental importance in continually improving the quality of healthcare services.

Staff safety and wellbeing in Queensland Health is driven by:

- everyone having a role to play and being responsible for workplace safety
- an active safety management system that ensures responsibility and accountability
- workplace rehabilitation that promotes recovery and an early and safe return to work
- regular monitoring and review to ensure continual improvement.

This is our commitment to you.

Ian Maynard
Director-General
Queensland Health

Version 2.0 - November 2013
Attachment 2: Safety management system architecture

Work health and safety policy

- Work health and safety planning implementation standard
- Work health and safety governance consultation and capability implementation standard
- Work health and safety risk management implementation standard
- Work health and safety monitoring evaluation and performance implementation standard
- Workplace rehabilitation and return to work implementation standard

Guides and supporting resources

Training and development framework, personal protective equipment management and Workplace rehabilitation and return to work procedures and others as identified.

Effective From: 01-July-2014  Version:1.0