

Health, safety and wellbeing risk management standard

QH-IMP-401-3:2020

1. Statement

Queensland Health is committed to ensuring and improving the health, safety and wellbeing of its **workers**.

This Standard establishes the requirements for managing work health and safety (WHS) **hazards** and risks.

2. Application

This Standard applies to all **accountability areas** within Queensland Health.

The consultation requirements set out in QH-IMP-401-2:2020 Health, safety and wellbeing consultation standard apply to the **WHS risk** management process.

3. Roles and Responsibilities

Under the **safety legislation** the accountability areas have duties in relation to managing WHS hazards and risks, so far as is reasonably practicable.

The **Executive Leader** of the accountability area is responsible for ensuring the implementation of this Standard within their accountability area. This includes ensuring processes are established, communicated, implemented and maintained within the accountability area to identify, assess, control and review WHS hazards and risks, including in relation to **contractors**.

The Department of Health's Health System Risk Management Framework provides a model that may be used for WHS risk management within each accountability area.

4. Work health and safety risk management

Effective systematic management of WHS risks improves worker health and safety, and patient safety and the health and safety of others affected by the accountability area by:

- protecting workers and others from harm through the elimination or minimisation of WHS risks; and
- reducing the number and severity of workplace injuries, illnesses, associated outcomes and improve health and safety of workers and others

4.1 Work health and safety hazard and risk management process

Each accountability area must use the following principles for developing a local WHS risk process that addresses:

- hazard and risk identification

- risk assessment of identified hazards
- risk controls using the hierarchy of controls
- risk review controls

Further information and resources are available in the safety legislation and in the Queensland Health Health, Safety and Wellbeing Management System (***safety management system***).

4.2 Work health and safety risk management approach

Each accountability area must establish an ongoing process to evaluate existing hazards and risks and to identify new and emerging risk. The following circumstances must be considered when developing a process:

- the management of change such as when there has been a change of work practice, procedure or the environment
- procurement, for example, of equipment and substances
- the management or control, design, manufacture, import, supply, installation, construction or commissioning of fixtures, fittings, equipment, plant, substances or structures
- the safety of building occupiers as per the provisions of the Building Fire Safety Regulation 2008
- the management of WHS risk including hazardous and high-risk work as per safety legislation
- hiring or engaging contractors and other third parties
- responding to concerns raised by workers, ***Health and Safety Representatives*** (HSRs) and others at the workplace
- a workplace ***incident*** or event occurs as recorded
- reviewing or analysing local Riskman™ data
- as required by safety legislation for specific hazards
- during the planning and designing of new workplaces, processes and procedures
- the need for dynamic risk assessment

5. Documenting hazard and risks

Each accountability area is responsible for developing and maintaining a register and profile of identified WHS hazards and risks. The information recorded on the register should include:

- identified hazards and risks
- the risk rating
- existing WHS risk controls and initial WHS risk rating
- required response based on the initial WHS risk rating
- additional WHS risk controls to be applied
- details of consultation with workers, HSR's, safety committees and shared duty holders including contractors
- timeframes and process for review of WHS risk treatment
- outcomes of reviews

6. Monitoring and review

Each accountability area is responsible for maintaining, updating and reviewing an established risk register. A review, and if necessary, revision must occur if any of the following circumstances occur:

- When a control measure is no longer effective in controlling the risk
- Prior to changes occurring in the workplace that is likely to introduce new or different health and safety risks that the control measure may not effectively control
- When a new hazard or risk is identified
- Where consultation outcomes indicate a review is required
- Where a health and safety representative requests a review

Monitoring and review processes are to be convened in consultation with workers and others as per QH-IMP-401-2:2020 Health, safety and wellbeing consultation standard.

7. Record retention

Records generated through the application of this Standard and associated documentation are to be retained in accordance with the safety legislation, General Retention and Disposal Schedule (GRDS), Queensland Government and Queensland Health Information Management policies.

8. Legislation

- Building Fire Safety Regulation 2008
- *Electrical Safety Act 2002*
- Electrical Safety Regulation 2013
- WHS Codes of practice including the electrical safety codes of practice
- *Work Health and Safety Act 2011*
- Work Health and Safety Regulation 2011
- *Workers' Compensation and Rehabilitation Act 2003*, Workers' Compensation and Rehabilitation Regulation 2014

9. Supporting documents

- AS/NZS ISO45001 Occupational health and safety management systems, ISO 2018
- Department of Health Corporate Records Management Policy (QH-POL-467)
- Department of Health Emergency planning for facilities - Governance framework and procedures, June 2017, Capital and Asset Services, Department of Health
- eHealth Queensland Information security Policy (QH-POL-468)
- General Retention and Disposal Schedule (Administrative Records)
- ISO 31000:2009, Risk management – Principles and guidelines
- Queensland Government Information security policy
- Queensland Government Records governance policy
- QH-IMP-401-1:2020 Health, safety and wellbeing planning standard
- QH-IMP-401-2:2020 Health, safety and wellbeing consultation standard
- QH-IMP-401-3-Att1 Queensland Health Health, Safety and Wellbeing Risk Profile
- QH-IMP-401-4:2020 Health, safety and wellbeing monitoring, evaluation and performance review standard
- QH-IMP-401-5:2020 Workplace rehabilitation standard
- QH-IMP-401-6:2020 Health, safety and wellbeing governance standard
- QH-IMP-401-7:2020 Health, safety and wellbeing incident response standard
- QH-POL-401:2020 Health, safety and wellbeing policy
- QH-POL-401-Att2 Health, safety and wellbeing management system framework
- QH-POL-171:2020 Fatigue risk management HR Policy I1
- RiskMan™ Guide to Reporting Non-Individual / Environment Incidents
- RiskMan™ Guide to Reporting Worker Incidents

10. Definitions

Term	Definition
Accountability area	Department of Health divisions and agencies and each HHS are accountability areas within Queensland Health.
Executive Leader	Is the most senior person of each accountability area and can include persons reporting to that position.
Hazard	Source with a potential to cause injury and ill health (see AS/NZS ISO 45001:2018)
Health and Safety Representative (HSR)	A Health and Safety Representative appointed under the <i>Work Health and Safety Act 2011</i>

Term	Definition
Hospital and Health Service (HHS)	Hospital and health service established under the <i>Hospital and Health Boards Act 2011</i> .
Incident	An unplanned event that either resulted in or had the potential to result in adverse outcomes such as harm, loss, damage, disruption or delay and includes a significant incident.
Others	Other persons as referenced in the Work Health and Safety Act, 2011. Others are people who are not workers but whose health and safety may be impacted by one or more accountability areas. Patients and visitors are examples of others.
Person Conducting a Business or Undertaking (PCBU)	Means a person conducting a business or undertaking. The Department of Health (including Health Support Queensland and eHealth) and each of the HHSs are considered to be PCBUs.
Safety legislation	The Work Health and Safety Act 2011, and the Electrical Safety Act 2002 and any associated regulations or WHS codes of practice, as amended from time to time.
Safety management system	This system consists of the WHS standards framework, procedures and operating practices that provide the framework within which workers discharge their individual health and safety accountabilities and the PCBU ultimately discharges its legislative obligations.
Shared duty holders	Persons who have a duty under safety legislation in relation to the same matter as another person.
WHS risk	The possibility that harm (death, injury or illness) might occur when exposed to a hazard.
WHS standards framework	This framework consists of QH-POL-401:2020 Health, safety and wellbeing policy, implementation standards and guidance materials.
Worker	Definition as per section 7 of the WHS Act, that is: A person is a worker if the person carries out work in any capacity for a person conducting a business or undertaking, including work as— (a) an employee; or (b) a contractor or subcontractor; or (c) an employee of a contractor or subcontractor; or (d) an employee of a labour hire company who has been assigned to work in the person’s business or undertaking; or (e) an outworker; or (f) an apprentice or trainee; or (g) a student gaining work experience; or (h) a volunteer; or (i) a person of a prescribed class The person conducting the business or undertaking is also a worker if the person is an individual who carries out work in that business or undertaking.

Term	Definition
	<p>As per the Workers' Compensation and Rehabilitation Act, 2003 s 11(1) (as amended 2013): 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 1953; who has sustained a work-related personal injury or illness. (The above definition is utilised by WorkCover Queensland when determining liability/eligibility for workers' compensation entitlements).</p>

11. Version control

Version	Date	Comments
1.0	30/04/2014	SMS review project 2013-14
2.0	1/09/2018	Scheduled document review prompting various changes.
3.0	21/12/2020	Updated scope as per employer changes