

Health, safety and wellbeing policy

QH-POL-401:2020

1. Statement

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

The health, safety and wellbeing of our staff is a priority and is fundamental to delivering quality healthcare services.

To achieve this, we will:

- Lead by example, demonstrating a visible commitment to health, safety and wellbeing in the workplace and delivering on our responsibilities.
- Commit to continuous improvement in work health and safety (WHS) outcomes through the implementation of an organisational framework which involves all parties in preventing injuries and illness at the workplace by promoting a safe and healthy working environment.
- Take action and comply with legal duties to ensure the health, safety and wellbeing of our workers and **others**.
- Empower our workers with the necessary knowledge, skills and abilities to fulfil health, safety and wellbeing responsibilities.
- Ensure relevant health, safety and wellbeing information, data, training and feedback is readily available and that clear governance mechanisms are in place.
- Embed a workplace culture that empowers the proactive identification of health, safety and wellbeing risks and management of such risks through elimination or mitigation strategies.
- Incorporate health, safety and wellbeing and good work design into organisational and operational planning and actions.
- Continually improve and build the resilience of the safety management system through consultation, work practices, assurance activities and safety performance monitoring and review.
- Consult with our workers and **shared duty holders** about matters relating to health and safety.
- Actively participate in the proactive identification of hazards and risks associated with our own work and make decisions about ways to eliminate or minimise risks.
- Constantly strive to minimise harm through the early reporting and response to workplace incidents, their effective and timely investigation and the ongoing monitoring of risk controls.
- Provide early intervention and support for employees with injury or illness, to optimise recovery and enable safe and sustainable return to work or stay at work.

Refer to Attachment 1: Health, safety and wellbeing policy statement.



2. Purpose

This Health, safety and wellbeing policy is part of the health, safety and wellbeing management system. The Policy provides the commitment to ensuring and improving the health, safety and wellbeing of workers and others.

This Policy is aligned with the Queensland Public Service Commission *Be Healthy, Be Safe, Be Well* Framework and is to be read in conjunction with the relevant legislation and standards.

3. Scope

This policy applies to the Department of Health divisions and agencies, and **Hospital and Health Services** (HHS).

4. Requirements

Each worker is required to demonstrate visible health, safety and wellbeing leadership and adhere to the commitment set out herein. In addition, the **Executive Leader** of the **accountability area** is responsible for the application of this Health, safety and wellbeing policy.

4.1 Department of Health

- The Department of Health, as system leader, is responsible for setting, maintaining and communicating an overarching safety management system framework for the management of health, safety and wellbeing. This includes ensuring the availability, relevance and appropriateness of documentation and monitoring and reviewing safety performance.

4.2 Each accountability area

- Executive leaders are required to achieve objectives and support and continually improve their accountability area's WHS performance by:
 - ensuring the health, safety and wellbeing management system is implemented in a manner appropriate to the purpose, size and context of the accountability area and to address the specific nature of WHS risks and opportunities associated
 - utilising, as deemed appropriate local, procedures and other documentation specific to the accountability area.
 - discharging their due diligence duties under the *Work Health and Safety Act 2011*.

5. Legislation

- *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 Emergency Services Act 1990*

- *Hospital and Health Boards Act 2011*
- Hospital and Health Boards Regulation 2012
- *Public Health Act 2005*
- *Public Service Act 2008*
- *Taxation Administration Act 1953*
- *Work Health and Safety Act 2011*
- Work Health and Safety Regulation 2011
- *Workers' Compensation and Rehabilitation Act 2003*
- Workers' Compensation and Rehabilitation Regulation 2014

6. Supporting documents

- QH-IMP-401-1:2020 Health, safety and wellbeing planning standard
- QH-IMP-401-2:2020 Health, safety and wellbeing consultation standard
- QH-IMP-401-3:2020 Health, safety and wellbeing risk management standard
- 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-Att1 Health, safety and wellbeing policy statement
- QH-POL-401-Att2 Health, safety and wellbeing management system framework
- QH-POL-171:2020 Fatigue risk management HR Policy I1

7. 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.
Hospital and Health Service (HHS)	Hospital and health service established under the <i>Hospital and Health Boards Act 2011</i> .
Others	Other persons as referenced in the <i>Work Health and Safety Act, 2011</i> . 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.
Shared duty holders	Persons who have a duty under safety legislation in relation to the same matter as another person.
Workers	<p>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—</p> <ul style="list-style-type: none"> (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 <p>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.</p> <p>As per the <i>Workers' Compensation and Rehabilitation Act, 2003</i> 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 <i>Taxation Administration Act 1953</i>; 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>

8. Version control

Version	Date	Comments
QH-POL-401:2014	01/07/2014	SMS review project 2013-14
QH-POL-401:2018	01/09/2018	Scheduled document review prompting various changes. Next review scheduled: September 2023. Subject to earlier review in response to change.
QH-POL-401:2020	21/12/2020	Updated scope as per employer changes

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Managing the risk of psychosocial hazards at work
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