

Health, safety and wellbeing planning standard

QH-IMP-401-1:2020

1. Statement

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

This Standard establishes the requirements for planning to provide safe workplaces and safe systems of work.

2. Application

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

Where more than one accountability area share duties, each accountability area is required to apply this Standard in accordance with the provisos provided herein.

3. Roles and responsibilities

The **Executive Leader** of the accountability area is responsible for ensuring the application of this Standard within their accountability area. The **WHS Manager** of the accountability area is responsible for maintaining records of the planning processes and outcomes required in this Standard.

Planning must be undertaken in consultation with workers and **shared duty holders** and in accordance with any specific requirements under the **safety legislation** and in line with the QH-IMP-401-2:2020 Health, safety and wellbeing consultation standard.

Each accountability area must ensure that the planning required in this Standard is documented.

4. Planning for health, safety and wellbeing

Planning should consider the accountability area's local context and be undertaken in conjunction with its local planning cycle.

4.1 Health, safety and wellbeing planning framework

Each accountability area must establish, implement and maintain a planning framework addressing:

- objectives and strategies specific to the context of the accountability area
- roles and responsibilities for local development of work health and safety (WHS) and emergency preparedness and response procedures including the review, approval, implementation, monitoring, updating or amending of local WHS and emergency preparedness and response procedures
- consultation on WHS and emergency preparedness and response procedures in accordance with the QH-IMP-401-2:2020 Health, safety and wellbeing consultation standard

- management of WHS risks in accordance with QH-IMP-401-3:2020 Health, safety and wellbeing risk management standard
- implementing and communicating WHS and emergency preparedness and response procedures within the accountability area, including providing training to workers in relation to the application of the WHS and emergency preparedness and response procedures
- managing changes to legislation and other compliance requirements
- identifying and implementing WHS training and instructions via a training and development framework

4.2 Health, safety and wellbeing management plans

Human Resources Branch, Department of Health will:

- support the Director-General to establish, communicate and maintain strategic objectives for WHS. The WHS objectives must serve to enable continual improvement of WHS performance across Queensland Health and support the achievement of broader organisational, state and national WHS objectives
- determine and communicate to all accountability areas the indicators to be used to gauge performance against the WHS objectives
- periodically monitor and report to accountability areas on the achievement of the WHS objectives and will adjust objectives and/or indicators in order to enable continual improvement of performance within the accountability area.

Each accountability area must ensure a health, safety and wellbeing management plan is established in consultation with workers and shared duty holders, communicated to workers and shared duty holders, implemented and maintained. The plan is required to set out how the accountability area:

- manages risks, opportunities and legal requirements and other matters relevant to the accountability area
- achieves the strategic objectives within their accountability area over a three-year period
- identifies, assesses and actions opportunities to create healthy workplaces, improve safety culture and improve WHS performance within the accountability area
- will prepare and respond to emergency situations.

Each accountability area must ensure periodic monitoring and reporting to executive leaders, workers and shared duty holders:

- on the progress of the plan
- on the achievement of the strategic objectives within the accountability area and
- in accordance with QH-IMP-401-4 2020 Health safety and wellbeing monitoring evaluation and performance review standard

4.3 Health, safety and wellbeing procedures

Each accountability area must develop, implement and maintain local procedures for:

- managing changes to legislation and other compliance requirements
- managing risks in accordance with the QH-IMP-401-3:2020 Health, safety and wellbeing risk management standard (including in relation to risks associated with contractors and other shared duty holders)

- managing site-based emergency response (refer also to section 4.4. for further WHS requirements)
- developing and maintaining safe systems of work, in accordance with safety legislation
- communicating and consulting with workers and **others**, in accordance with the QH-IMP-401-2:2020 Health, safety and wellbeing consultation standard
- identifying, consulting and cooperating with shared duty holders, in accordance with the QH-IMP-401-2:2020 Health, safety and wellbeing consultation standard
- inducting, training and supervising workers
- WHS incident response, in accordance with the QH-IMP-401-7:2020 Health, safety and wellbeing incident response standard
- Workplace Rehabilitation, in accordance with the QH-IMP-401-5-2020 Workplace rehabilitation standard
- reviewing, auditing and continually improving the implementation of the above procedures, in accordance with the QH-IMP-401-4:2020 Health, safety and wellbeing monitoring, evaluation and performance review standard

4.4 Emergency preparedness and response procedures

Each accountability area must develop, implement and maintain local procedures for preparing and responding to potential emergency situations as required in WHS legislation, including:

- Establishing a planned response to emergency situations, including first aid response
- Providing training for the planned response
- Periodically testing the planned response for effectiveness
- Evaluating and revising as necessary the performance of the planned response after planned testing and in-particular after an emergency
- Communicating and providing relevant information to all workers on their duties and responsibilities
- Communicating relevant information to others and external stakeholders such as emergency services, government authorities and where appropriate the local community
- Taking in to account the needs and capabilities of the of all relevant interested parties and ensure their involvement, as required, in the development of planned emergency situations.

4.5 Shared duties

Each accountability area must develop, implement and maintain local processes for managing scenarios where more than one person has the same duty concurrently and where more than one party has an interest in WHS. Examples include owners, occupiers, secondary occupiers and concurrent duty holders.

The processes must address:

- when and how shared duties and duty holders will be identified
- when and how regular communication will be established and maintained between the shared duty holder(s), and the accountability area
- when and how information relating to WHS permit holder entry notices, provisional improvement notices and other statutory notices will be shared between the accountability area and shared duty holders
- the minimum requirements for consulting, cooperating and coordinating with the shared duty holder, regarding WHS matters and emergency preparedness and response planning
- induction, training and supervision of workers of a shared duty holder where agreed and necessary
- the management of risk
- incident reporting in accordance with the QH-IMP-401-7:2020 Health, safety and wellbeing incident response standard
- records, records retention and reporting obligations

Refer to QH-IMP-401-2:2020 Health, safety and wellbeing consultation standard.

Accountability areas must work in a proactive and reciprocal way with shared duty holders to ensure that the shared risks are eliminated or minimised so far as is reasonably practicable.

4.6 Work health and safety resourcing

Each accountability area must determine and provide the resources needed for the establishment, implementation, maintenance and continual improvement of the safety management system with consideration of its local context.

4.7 Mandatory work health and safety training

Each accountability area must provide relevant and necessary information, training, instruction and supervision to workers to ensure they are able to perform their work safely.

The accountability area must develop, implement and maintain a local procedure regarding training and supervision of workers, which addresses:

- the mandatory training requirements outlined in Queensland Health Orientation, induction and mandatory training HR Policy G6
- inductions, training skills, competencies, licences, authorisations and other attributes required by all workers
- additional training for workers having regard to the nature and location of their role
- how and when mandatory and optional training will be provided to workers

- how a worker's competency to perform their role safely will be assessed and determined, both prior to and during their performance of the role maintaining records of worker training and inductions

5. Record retention

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

6. 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

7. Supporting documents

- AS/NZS ISO45001: 2018 Occupational health and safety management systems
- Department of Health Corporate Records Management Policy (QH-POL-467)
- Disasters and Emergency Incidents Health Service Directive QH-HSD-003:2017
- eHealth Queensland Information security Policy (QH-POL-468)
- General Retention and Disposal Schedule (Administrative Records)
- 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 implementation 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-183:2020: Orientation, induction and mandatory training HR policy G6
- QH-POL-401:2020 Health, safety and wellbeing policy
- QH-POL-401-Att2 Health, safety and wellbeing management system framework
- Queensland Government Information security policy
- Queensland Government Records governance policy
- Queensland Health Health, Safety and Wellbeing Risk Profile

- Queensland Health Orientation, induction and mandatory training HR Policy G6

8. Definitions

| Term | Definition |
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| 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 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 <i>Work Health and Safety Act 2011</i> , and the <i>Electrical Safety Act 2002</i> and any associated regulations or WHS codes of practice, as amended from time to time. |
| Shared duty holders | Persons who have a duty under safety legislation in relation to the same matter as another person. |
| WHS Manager | The Workplace Health and Safety Manager or equivalent functional lead at the relevant accountability area, or their delegate. |
| Worker | <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 Workers’ Compensation and Rehabilitation Act, 2003 s 11(1) (as amended 2013): A person who works under a contract with Queensland</p> |

| Term | Definition |
|------|---|
| | 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). |

9. Version control

| Version | Date | Comments |
|---------|------------|--|
| 1.0 | 30/04/2014 | SMS review project 2013-14 |
| 2.0 | 01/09/2018 | Scheduled document review prompting various changes. |
| 3.0 | 21/12/2020 | Updated scope as per employer changes |

Managing the risk of psychosocial hazards at work
Code of Practice 2022
applies 1 April 2023