1. Statement

This Standard establishes the minimum requirements for health, safety and wellbeing planning that evidences the implementation of the Health, safety and wellbeing policy.

2. Scope

This Standard applies to the Department of Health divisions and agencies, and Hospital and Health Services (HHS) that are not prescribed services.

This Standard also applies to employees of the department, including those working in HHSs as per the provisions of the Hospital and Health Boards Act 2011.

This Standard does not apply to our people engaged by Queensland Ambulance Services (QAS).

3. Requirements

The executive officer of each accountability area and workers alike play a role in the implementation of Queensland Health’s health, safety and wellbeing management system and application of this Standard. An accountability area is a division or agency of the Department of Health or an HHS.

The executive officer of the accountability area is responsible for ensuring the application of this Standard within their accountability area.

Planning may be undertaken in the context of the organisation and in conjunction with the business planning cycle and in consultation with workers, others and shared duty holders.

3.1 Planning to manage health, safety and wellbeing risk

3.1.1 The executive officer of the accountability area is required to ensure a process to enable the identification of hazards and the assessment, management and review of the risks they pose is established, communicated, implemented and maintained for their accountability area.

The process should enable both proactive and reactive management of risks imposed by hazards as per Figure 1 in Attachment 1.

The process should enable opportunities to be realised.


3.2 Planning to achieve and maintain legal compliance

3.2.1 The executive officer of the accountability area is required to ensure a process for managing updates to legislation is established, communicated, implemented and maintained for their accountability area. The process should cover:

i. information sources;
ii. identification of proposed changes;
iii. evaluation of potential impact of change;
iv. planning and communicating action to maintain compliance;
v. evaluating action to gain assurance.
3.2.2 The executive officer of the accountability area is required to ensure that the accountability area complies with the legislation relevant to the accountability area given the nature and location of the activities undertaken by the accountability area. As a minimum legislation relevant to the accountability area would include:

- *Workers’ Compensation and Rehabilitation Act 2003* and *Workers’ Compensation and Rehabilitation Regulation 2014*;
- Building Fire Safety Regulation 2008.

3.3 Planning to manage shared duties

3.3.1 The executive officer of the accountability area is required to ensure a process for managing scenarios where more than one person has the same duty is established, communicated, implemented and maintained for their accountability area. The process would ensure legal compliance and diligent risk management in accordance with the requirements of the *Work Health and Safety Act 2011* (S. 16 and 46).

3.4 Health, safety and wellbeing management plans

3.4.1 Human Resources Branch, Department of Health shall support the Director-General to establish, communicate and maintain strategic objectives for health, safety and wellbeing. Objectives shall set out performance improvement goals for a three-year period in accordance with relevant organisational, state and national objectives. Indicators to be used to gauge performance against the objectives shall be determined and communicated.

3.4.2 Human Resources Branch, Department of Health shall periodically monitor and report to accountability areas on the achievement of the strategic objectives and shall adjust objectives and/or indicators in order to enable continual improvement of performance within the accountability area.

The executive officer of the accountability area is required to ensure a health, safety and wellbeing management plan is established in consultation with workers and others, communicated to workers and others, 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.

3.4.3 The executive officer of the accountability area is required to ensure periodic monitoring and reporting to workers and others on:

i. the progress of the plan; and

ii. the achievement of the strategic objectives within the accountability area.

3.5 Planning to manage emergencies and crises

3.5.1 The executive officer of the accountability area is required to ensure that reasonable action is taken to ensure that owners and occupiers of buildings over which they have influence or control comply with the *Fire and Emergency Services Act 1990* and the Building Fire Safety Regulation 2008.

3.5.2 The executive officer of the accountability area is required to ensure a process is established, communicated, implemented and maintained for their accountability area
to manage emergencies and crises in accordance with relevant legislation including the Building Fire Safety Regulation 2008.

3.5.3 The executive officer of the accountability area is required to ensure a site based emergency response plan is developed for each site in consultation with workers and others and documented to take into account:
   i. normal and abnormal operating conditions;
   ii. conditions within and external to the accountability area’s control;
   ii. hazards and associated risks within and in proximity to the site due to the nature and location of activities;
   iii. number and characteristics of workers and others on the site.

Examples of scenarios a site based emergency response plan may address, depending on the above listed factors, include but are not limited to:

- fire;
- explosion;
- building collapse;
- major structural failure;
- uncontrolled release of a hazardous substance or dangerous good;
- uncontrolled exposure to a biological agent or ionizing radiation;
- terrorism;
- loss of electrical power;
- loss of water supply or communications.

3.5.4 Site based fire and emergency response procedures manual may cover:
   i. response and evacuation procedures;
   ii. reporting internally and to the emergency services;
   iii. medical treatment and support to be enacted including how psychological effects would be mitigated. This may include debrief exercises and the use of professional counselling services;
   iv. roles and responsibilities;
   v. inspection, testing and servicing of associated building and other essential services;
   vi. training, awareness and how the plan is to be practiced;

3.5.5 Refer to the Department of Health Emergency planning for facilities - Governance framework and procedures, for further information including a template for the preparation of a Fire and Emergency Response Procedures Manual.

4. Legislation

- Electrical Safety Act 2002, Electrical Safety Regulation 2013, Australian Electrical Standards, the Wiring Rules and Electrical safety codes of practice
5. Supporting documents

- QH-POL-401:2018 Health, safety and wellbeing policy
- QH-IMP-401-2:2018 Health, safety and wellbeing governance, consultation and capability standard
- QH-IMP-401-3:2018 Health, safety and wellbeing risk management standard
- QH-IMP-401-4:2018 Health, safety and wellbeing monitoring, evaluation and performance review standard
- QH-IMP-401-5:2017 Workplace rehabilitation implementation standard
- QH-IMP-401-6:2018 Health, safety and wellbeing accountabilities standard
- Health, Safety and Wellbeing Risk Profile (Queensland Health)
- Disasters and Emergency Incidents Health Service Directive QH-HSD-003:2017
- Department of Health Emergency planning for facilities - Governance framework and procedures, June 2017, Capital and Asset Services, Department of Health
- ISO45001 Occupational health and safety management systems, ISO 2018

6. Definitions

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
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<tr>
<td>Accountability area</td>
<td>Department of Health divisions and agencies and each HHS.</td>
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<tr>
<td>Executive officer</td>
<td>The Director-General, HHS Board Members, Health Service Chief Executives and the most senior person of each accountability area including the Deputy Director-General and Chief Executive Officers.</td>
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<tr>
<td>Others</td>
<td>Other persons as referenced in the Work Health and Safety Act 2011. Any person who is not a worker whose health and safety may be impacted or whose acts or omissions could adversely affect the health and safety of other persons.</td>
</tr>
<tr>
<td>Shared duty</td>
<td>As per the Work Health and Safety Act 2011 Section 16 where more than one person can concurrently have the same duty.</td>
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| Worker              | As per the Work Health and Safety Act 2011 Section 7 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.  

Executive officers are themselves also workers.
7. **Version Control**

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<td>3 December 2018</td>
<td>Scheduled document review prompting various changes.</td>
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<td>1.0</td>
<td>30 April 2014</td>
<td>SMS review project 2013-14</td>
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Figure 1: Summary of health, safety and wellbeing risk management processes