

ACTPS Work Health Safety Management System Implementation Policy

PURPOSE

1. This policy provides a directive to ACT Public Sector (ACTPS) directorates and agencies to comply with, and implement the requirements of, the *Work Health and Safety Act 2011* (WHS Act) by means of implementing a Work Health and Safety Management System (WHSMS).

APPLICATION

2. This policy contains a set of instructions issued by the Head of Service under the *Public Sector Management Act 1994* which binds all employees and officers engaged under that Act.

BACKGROUND

3. This policy provides for the development of business specific WHSMS to be implemented by each ACTPS directorate and agency, which will be consistent with the whole of government WHSMS.

PRINCIPLES

4. The ACTPS WHSMS documents the whole of government approach to managing work health and safety (WHS) in the ACTPS. It is the set of whole of government policies, guidelines and tools used to manage work health and safety risks in ACTPS workplaces to minimise the risk, and consequences, of injury and illness.
5. Officers under the WHS Act have a duty and responsibility for WHS within their directorate or agency and support the fulfilment of the WHS obligations of the Head of Service. Officers must demonstrate a commitment to WHS and set clear expectations of required performance standards.

RESPONSIBILITIES

6. To effectively formulate and implement a WHSMS, workers of all levels must assume their responsibilities as outlined in the WHS Act and in the sections following.

A. DIRECTORS-GENERAL AND EQUIVALENT AGENCY HEADS

- have knowledge of, and remain up to date on, WHS matters that affect the nature of the business operations;
- develop a WHS plan that:
 - a. supports the intent of the [ACT Public Sector Work Health, Safety and Wellbeing Strategy](#)
 - b. aligns with and, as appropriate, links to the ACTPS [WHSMS](#)
 - c. is linked to directorate/agency strategic plans; and
 - d. is aligned with specific businesses' WHS risk profile;

- ensure workers are communicated with, are consulted and have the opportunity to participate in WHS matters;
- define WHS accountabilities and responsibilities in the directorate/agency;
- ensure systems are in place, and resources available, for the effective assessment and management of WHS risks;
- allocate adequate resources to enable effective management of the directorate/agency WHS risks;
- ensure processes are established and implemented for the review and continuous improvement of the directorate/agency WHSMS; and
- report against WHS targets and WHS KPIs to inform WHS performance.

B. EXECUTIVE STAFF AND MANAGERS

- implement and communicate whole of government and directorate/agency WHS policies and guidelines in their areas of responsibility;
- ensure the division follows the established WHSMS;
- ensure directorate business unit WHS actions and objectives are developed and integrated into the business planning processes and align with the overarching WHS plan;
- ensure workers are consulted with, and participate in, WHS matters by ensuring consultation and communication structures are implemented and functional in all business areas, including establishing work groups, health and safety representatives (HSRs), WHS committees and other forums necessary to meet WHS legislative requirements;
- ensure a WHS risk register and risk management plan is developed for all businesses and reviewed at least annually;
- ensure emergency management plans are established in business areas;
- ensure WHS training needs are identified in all business areas and training is undertaken;
- ensure a workplace inspection program is scheduled, conducted and documented in all business areas;
- ensure work related incident, near miss and hazard reporting procedures are documented and implemented;
- ensure incident investigation processes are established including the process to document and complete any follow up action;
- ensure the business unit complies with the legislative requirement to notify certain incidents to the regulator (WorkSafe ACT) in the required timeframe;
- ensure a WHSMS audit program is conducted;
- ensure the review and continuous improvement of the directorate/agency WHSMS; and
- regularly review WHS performance, including reporting against targets and progress, and use this information to inform continuous improvement of the WHSMS and health and safety practices

C. WORKERS

- report all work related incidents, near misses and hazards in line with the directorate/agency incident notification reporting policy or procedure;
- notify their supervisor/s and/or Health and Safety Representative (HSR) of WHS hazards and take immediate steps to remove or manage the hazard if safe to do so;
- participate in the workplace health and safety improvement program/plan and other WHS consultation activities that take place;
- work to ensure the health and safety of themselves and others in the workplace;

- use and maintain all workplace equipment in accordance with any instruction given by the business area to ensure its safe and proper use; and
- cooperate with managers and supervisors to ensure that business WHS responsibilities are met.

LEGISLATIVE REFERENCES

This policy is to be delivered in accordance with:

- *Public Sector Management Act 1994* (ACT);
- *Public Sector Management Standards 2016* (ACT);
- *Work Health and Safety Act 2011* (ACT);
- *Privacy Act 1988* (Cwlth); and
- *Information Privacy Act 2014* (ACT)

REVIEW

This policy will be reviewed after three (3) years unless earlier review is required.

APPROVAL AUTHORITY

This policy is endorsed by Head of Service

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