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Australian Government

Australian Security  
Intelligence Organisation

# Work Health and Safety Policy

HR POLICY



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## Policy

### 1 Policy Intent

- 1.1 This policy is designed to outline the Organisation's obligations with respect to relevant work, health and safety (WHS) legislative requirements.
- 1.2 The Organisation and its Senior Management are committed to ensuring the health, safety and welfare of their workers and visitors across the Organisation's work environments. The Organisation is committed to working safely, through informed decision-making on risk, and expects their workers and visitors to the Organisation to also view this as a collective and individual responsibility.

### 2 Eligibility

- 2.1 This policy applies to the whole Organisation and all structures and locations under its control.

### 3 Commitment

- 3.1 The Organisation recognises its responsibility under the Work Health and Safety (WHS) Act 2011 and associated legislation. Officers of the Organisation and other members of Senior Management, together with Branch Managers and Line Managers, all have a key responsibility to ensure the health, safety and welfare of workers and visitors to the Organisation's locations. This responsibility includes a duty to exercise due diligence in providing and maintaining, so far as is reasonably practicable, a working environment that is safe and without risks to health. The Organisation demonstrates due diligence by:
  - a complying with all relevant legislation;
  - b undertaking simple and complex risk management activities to identify, assess and control risks to workers, including psychological risks, in the work environment, as well as regular review of changes to work methods and practices;
  - c ensuring that plant, equipment and substances are safe, or safely stored, and without risk to health when used in accordance with safe work method statements or standard operating procedures;
  - d providing, monitoring and maintaining systems for the safe use, handling, storage and transportation of plant, equipment and substances;
  - e maintaining safe systems of work covering, the work premises and the wider work environments, including systems to adequately manage emergency response/s;
  - f providing adequate facilities to protect the welfare of all workers;
  - g providing appropriate health and safety training to all workers;
  - h providing relevant information and appropriate supervision for all workers and visitors;
  - i consulting with Organisation workers to enhance the effectiveness of the Organisation's Health and Safety Management System;
  - j providing adequate resources, including finances, to facilitate the fulfilment of the Organisation's WHS responsibilities;

- k establishing and implementing Health and Safety Management Systems in governance, business planning and operations;
- l regularly reviewing and evaluating Health and Safety Management Systems including audits and workplace inspections; and
- m establishing measurable objectives and targets to ensure continued improvement aimed at the reduction of preventable risks, enhanced informed decision making and increased resilience against external risks.

## 4 Definitions

### 4.1 In the context of this document:

- a **Contractor** means a 'worker' under the definition of the Act who is indirectly employed by the Organisation and engages in work practices at one of the Organisation's locations.
- b **Due diligence** means taking every precaution that is reasonable in the circumstances to protect the health, safety and welfare of all workers and others who could be put at risk from work carried out as part of the Organisation's activities.
- c **Health and Safety Representative (HSR)** means an elected worker who has taken on that role in one of the Work Groups across the Organisation.
- d **Health and Safety Management System (HSMS)** means the policies, procedures and guidelines which fall under this Organisational Work Health and Safety Policy.
- e **Line Manager** means a worker with direct supervisory responsibility for other workers within the workplace (a line manager may also be a member of Senior Management).
- f **Officer** means a designated senior level person who makes, or participates in making decisions with due diligence, that affect the whole, or a substantial part of the Organisation's undertakings. Officers have a duty to be proactive and continuously ensure that the Organisation complies with relevant duties and obligations.
- g **Reasonably practicable** means a duty to ensure health and safety issues are included in weighing up all relevant matters, including the likelihood of a hazard or risk occurring and availability of suitable ways to eliminate or minimise the risk. This also includes the assessment of whether the cost of elimination or minimisation is grossly disproportionate to the risk.
- h **Risk management** means a duty to ensure health and safety through the elimination of risks to health and safety, so far as is reasonably practicable; and if it is not reasonably practicable to eliminate risks to health and safety, to minimise those risks as is reasonably practicable.
- i **Senior Management** means the members of the Senior Executive Service.
- j **Worker** means a person who carries out work in any capacity for the Organisation including staff members, contractors, subcontractors, employees of contractors or subcontractors, trainees or volunteers.
- k **Working safely** means effectively controlling preventable risks to health and safety, identifying the risks to take for strategic/operational return and prepare for external risks to health and safety that cannot be anticipated in advance.

## Application of Policy

### 5 Responsibility and Accountability

- 5.1 The Organisation complies with the WHS Act 2011 together with the associated Regulations and Codes of Practice. The designated Officers have ultimate responsibility for the implementation and review of the Organisation's WHS Policy, and delegation of WHS management responsibilities.
- 5.2 In fulfilling the objectives of this policy, Senior Management is committed to regular consultation with workers to ensure that the policy operates effectively and that health and safety issues are regularly reviewed. Senior Management will consult, so far as is reasonably practicable, with workers who carry out work for the Organisation and who are (or are likely to be) directly affected by a health and safety matter.
- 5.3 In this regard, Senior Management and Line Managers are responsible and accountable for day to day WHS within their areas of responsibility, and have the authority to fulfil those responsibilities. The Work Health and Safety Directorate is available to consult and advise regarding specific WHS matters and to assist with the development and implementation of WHS systems, procedures and programs.

### 6 Officers

- 6.1 Officers must:
  - a exercise 'due diligence' to ensure that the Organisation complies with that duty or obligation;
  - b acquire and keep up-to-date knowledge of WHS matters;
  - c gain an understanding of the nature of the operations of the Organisation and generally of the hazards and risks associated with those operations;
  - d ensure that the Organisation's workers and visitors have appropriate resources and processes available to eliminate or minimise risks to health and safety from work carried out as part of the conduct of the Organisation's work; and
  - e ensure that the Organisation's workers have appropriate processes for receiving and considering information regarding incidents, hazards and risks and responding in a timely manner to that information.

### 7 Line Managers

- 7.1 Line Managers must:
  - a be responsible for the effective implementation and regular reference to this Work Health and Safety Policy;
  - b observe, implement and fulfil responsibilities under the Acts, Regulations and Codes of Practice which apply to work, health and safety within the Organisation's environments;
  - c ensure that the agreed procedures for consultation as defined in the WHS Act 2011 and related Code of Practice are followed;
  - d be responsible for ensuring the Organisation's Health and Safety Management System is implemented, effective and consistent with the Organisation's objectives, within their area of responsibility;

- e ensure that all significant risks associated with hazards in their workplace are identified, controlled, registered and reviewed in consultation with workers;
  - f ensure all incidents within their area of control are reported and investigated, and basic causes and control strategies identified;
  - g ensure all hazards and risks that are identified but not within their scope to control, are raised to the appropriate level for consideration and management;
- 7.2 Ensure that where safety information, instructions or induction is required that it is provided.
- 7.3 Ensure general inductions for all workers includes:
- a Specific inductions into areas with elevated risk such as laboratories, workshops; and
  - b Inductions for any other activities where health and safety concerns are identified.
- 7.4 Managers are to allow elected Health and Safety Representatives (HSR) time to undertake their roles.

## 8 Workers

- 8.1 Workers must:
- a take reasonable care of themselves and others in the workplace;
  - b be responsible to comply with relevant Organisational Health and Safety Management System policies, procedures and programs, as appropriate;
  - c not bypass or misuse systems or equipment provided for WHS purposes; and
  - d report any unsafe incidents or conditions that come to their attention to their Work Group's HSR, Line Manager or WHS Directorate.

## 9 Contractors and Sub Contractors

- 9.1 Contractors and sub contractors must be considered workers within the Organisation's environments, as defined within the WHS Act 2011 and:
- a be required to comply with WHS policies, procedures, programs and the Health and Safety Management System of the Organisation, and take reasonable care of themselves and others in the workplace;
  - b observe directions on health and safety from designated Officers of the Organisation;
  - c not bypass or misuse systems or equipment provided for WHS purposes; and
  - d report any unsafe incidents or conditions that come to their attention to their Work Group's HSR, Line Manager or WHS Directorate.

## 10 Health and Safety Representatives

- 10.1 Health and Safety Representatives (HSRs) must:
- a be elected members of a Work Group whose role is to provide assistance to workers within their Work Group on work health and safety issues;

- b be required to attend Comcare approved training however, they are not expected to be experts in work, health and safety;
- c observe, implement and fulfil responsibilities under the Acts and Regulations which apply to WHS within the Organisation's environments and will endeavour to comply with Australian Standards and Codes of Practice;
- d be easily accessible to workers for consultation on work, health and safety matters; and
- e not be required to rectify any work health and safety issues or concerns that are beyond their capacity and must always advise the WHS Directorate of any work, health and safety undertakings.

## 11 Staff Association

- 11.1 The Staff Association in accordance with its stated mission of promoting and protecting the interests of its members and the Organisation will cooperate and actively assist Senior Management, Line Managers and workers to achieve a safe work environment.

## 12 Work Health and Safety Committee

- 12.1 The Organisation's Work Health and Safety Committee (WHSC) must be consulted regarding the Organisation's Health and Safety Management System, including policy, procedure and program review and implementation.
- 12.2 The WHSC provide a consultative mechanism for Senior Management, worker representatives via the Staff Association representative and three 'Worker' representatives, HSRs and members of WHS Directorate. The WHSC meets quarterly or more often if required.
- 12.3 The WHSC discusses and makes recommendations to promote health and safety best practice to ensure the health, safety and welfare of the Organisation's workers and visitors to the Organisation and those who are engaged in Organisational activities in other locations. This includes the resolution of work health and safety issues, including those matters which have Organisational wide implications or are not able to be resolved following discussions at Divisional level.
- 12.4 In addition to the WHSC the Organisation is involved in regular external consultative meetings with other government departments and Comcare.

## 13 Comcare

- 13.1 Comcare is the regulatory body responsible for administering the WHS Act 2011 and the Safety Rehabilitation and Compensation (SRC) Act 1988 and their associated Regulations and Codes of Practice. Comcare is required to regulate, advise and report on activities related to the legislations. Comcare investigators are appointed as Comcare inspectors and have a wide range of powers and functions including issues resolution, inspections, education and enforcement.
- 13.2 The Organisation works in partnership with Comcare to apply the Act, Regulations and Codes of Practice.

## 14 Review

- 14.1 Key Performance Indicators (KPIs) will be identified and targets set to monitor and improve overall health and safety performance. WHS issues are reported in the Organisation's Annual Report together with regular internal reporting mechanisms.

- 14.2 This policy will be regularly reviewed as required by legislation and Organisational changes or, as a minimum, every two years.

## 15 Supporting Documentation and References

- 15.1 The list of essential supporting documents (available on the Intranet) provides the Organisation with practical guidance and detail on how to comply with the requirements of this policy in its application. These documents are essential to understanding and implementing the policy and are to be referred to in conjunction with the policy.

- a Safety Rehabilitation and Compensation Act 1988
- b Safety Rehabilitation and Compensation Regulations 2002
- c Safety Rehabilitation and Compensation Directions 2002
- d Work Health and Safety Act 2011
- e Work Health and Safety Act 2011 Regulations
- f Work Health and Safety Act 2011 Codes of Practice
- g Health and Safety Management System
- h Health and Safety Risk Management Framework
- i Terms of Reference and Minutes of the Work Health and Safety Committee
- j Guidelines from Comcare on various work health and safety issues
- k Guidelines from Safe Work Australia on various work health and safety issues
- l Relevant Australian and International Standards

## 16 Policy History

- a Initial Policy – December 2012
- b Initial Review – June 2014
- c Next review due – June 2016

## 17 Further Assistance

- a Work Health & Safety Directorate