



Natural
Resources
Commission

WORK HEALTH AND SAFETY POLICY

March 2021

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1 About this Policy

A safe and healthy working environment at the Natural Resources Commission (the Commission) contributes to the overall wellbeing of staff members, promotes healthy lifestyle choices, and enhances the Commission's ability to deliver its obligations. The Work Health and Safety Policy outlines the Commission's commitment, intentions, and principles in relation to work health and safety performance and provides a framework for action and for the setting of its work health and safety objectives.

2 To whom this policy applies

The policy applies to all persons who perform work for or on behalf of the Commission, including staff members, contractors, contingent labour hire, volunteers, students and others at the workplace.

The workplace includes any place where work is carried out for the Commission or any place where a worker goes while at work.

All staff members, contractors, contingent labour hire, volunteers, students and others at the workplace (e.g. visitors) have a role to play in ensuring both their own health and safety and that of others in the workplace.

3 Policy statement

The Commission will ensure the health and safety of its workers while they are at work and ensure that others are not exposed to risks as a result of the Commission's operations so far as is reasonably practicable. The Commission is committed to:

- ensuring the health and safety of its staff and others to whom it owes a duty of care under the *Work Health and Safety Act 2011* (WHS Act) and the *Work Health & Safety Regulation 2017*.
- the welfare of its people by making an injury and incident free workplace and maintaining a culture that supports mental and physical health and wellbeing.
- regular engagement with the Health and Safety Committee via quarterly reporting and communicating regularly with staff members and others on matters affecting their workplace health and safety (WHS)
- incorporating WHS of its people as an integral part of business strategy, planning and decision making
- developing, implementing and maintaining the Workplace Health and Safety Framework, and undertaking regular monitoring, reporting and review of the framework and Commission performance to foster continuous improvement
- leading by example and encouraging staff members to make healthy and safe lifestyle and wellbeing choices
- objectively examining all reported incidents in a fair and timely manner, establishing a clear line between acceptable and unacceptable behaviour, for example, incidents involving wilful negligence or criminal intent

- ensuring staff members and other workers are competent to safely undertake their work activities
- assigning WHS accountabilities and responsibilities for all Commission staff and other workers
- publishing and communicating procedures, as required, to guide WHS behaviour of staff members and to prevent or minimise hazards and incidents which may put their WHS at risk.

The Commission will accomplish its WHS objectives by:

- committing to proactive safety leadership
- fostering a fair and 'no-blame' approach to incident reporting and management
- providing effective WHS management systems
- providing staff members and other workers with the right information, training and tools to deliver WHS outcomes.
- proactive team involvement is also essential to promote a positive safety culture, in particular, remaining alert to the hazards and risks inherent in the Commission work and to behave and respond appropriately
- continually improving WHS performance

The policy applies to all persons who perform work for or on behalf of the Commission, including staff members, contractors, contingent labour hire, volunteers, students and others at the workplace.

The workplace includes any place where work is carried out for the Commission or any place where a worker goes while at work.

All staff members, consultants, contractors, other workers and visitors have a role to play in ensuring both their own health and safety and that of others in the workplace. The Commission expects staff members, consultants, contractors, other workers and visitors to:

- be actively involved in health and safety in their workplace and in working from remote locations such as home environments
- take reasonable care that their actions or omissions do not adversely affect the health and safety of others
- complete WHS related training as required for their role and the work they undertake
- strive to operate injury and incident free, and to proactively take reasonable care of their own workplace health (physical and mental) and safety
- report all incidents, hazards and near misses to their next in charge and the Health and Safety Committee as soon as possible who will in turn report to the Commission management
- be alert to and consider the hazards and risks before commencing any work or activity, particularly involving travel and site visits
- immediately intervene to interrupt or stop work to prevent an incident that may potentially threaten the health or safety of any person
- immediately report to the Health and Safety Committee any work practices, hazards, equipment or conditions that put at risk the health or safety of any person

- maintain healthy, safe and secure working conditions, and ensure that the Commission premises and equipment are safe and fit for purpose
- comply with this policy, and all Commission procedures and instructions, including the applicable workplace health and safety laws, regulations and statutory obligations.

4 Key responsibilities

The Commission is responsible to do what is reasonably practicable to ensure WHS of all staff members and other workers.

The **Commissioner** has ultimate responsibility to ensure the Commission meets its obligations, through oversight and governance of the Commission's Workplace Health and Safety Framework, and through regularly reviewing this policy and the framework.

The **Executive Director** is responsible for:

- ensuring that the WHS policy, procedures and instructions, including the applicable workplace health and safety laws, regulations and statutory obligations and guidelines are implemented
- developing, implementing and supporting the continuous improvement of the Commission's WHS policy and framework
- provide leadership in work health and safety by modelling positive safety behaviour and fostering a strong safety culture in the workplace
- ensure that safe systems of work are implemented
- ensure that staff and others to whom it owes a duty of care are appropriately supervised and receive appropriate training and information to safely perform their duties
- ensure that WHS incidents and near misses are reported, appropriately investigated and any appropriate action taken to prevent further incidents from occurring
- ensure that appropriate health and safety consultation, communication and dispute resolution processes are maintained
- ensure that site management and emergency response plans are maintained
- ensure continual monitoring and reporting on the Commission's health and safety performance.

All **Directors** are responsible for the effective communication and implementation of this policy and are accountable at every level for the health, safety and wellbeing outcomes within their area of responsibility.

All Commission **staff members** and other workers are responsible for:

- being actively involved in health and safety in the workplace
- compliance with this policy and their obligations under the WHS Act
- taking reasonable care with their own health and safety
- report anything that may impact on their ability to safely perform their work
- take reasonable care that their actions or omissions do not adversely affect the health and safety of others
- complete WHS related training as required for their role and the work they undertake
- report all WHS hazards and incidents (injuries and near misses) as soon as possible (both in the workplace and working from home environments)
- cooperate with WHS incident investigations, site management and emergency response planning and managing WHS risks relevant to their role.

The **Health and Safety Committee** was established by the Commission with an aim to provide a consultative forum to effectively and constructively address relevant matters arising in the Commission, with particular reference to the requirements of the *Work Health and Safety Act 2011* and the Work Health and Safety Regulations 2011.

The Committee comprises one member appointed by management, and at least 50 percent of members comprising staff members. The Committee meets at least four times a year. After each meeting, the minutes are circulated to all staff members, and a formal brief is provided to the Commission. The Committee is responsible for:

- facilitating co-operation between the Commissioner, Executive Director and staff members and other workers in instigating, developing and carrying out measures designed to ensure the health and safety of staff members or other workers while working for the Commission
- assisting in developing standards, rules and procedures relating to health and safety
- reviewing and considering Health and Safety Issues arising in the Commission or raised to its attention from other consultative committees or forums
- providing assistance in the consultation and communication of decisions relating to health and safety matters or issues to staff.
- building staff awareness of health and safety issues and responsibilities both in team forums and project teams
- providing a forum for raising, investigating and reviewing relevant WHS matters arising in the Commission.

5 Review timeframe

The Health and Safety Committee will review this policy no later than three years from the date the document is approved. The document may be reviewed earlier in response to post-implementation feedback, changes to legislation, or as necessary.

6 Document control

Date approved	March 2021
Review period	Triennial 2024
Responsible Officer	Director Corporate Services
Approving Officer	Commissioner
Changes made during the last revision	Edited text and adopted Commission style