



Natural
Resources
Commission

WORK HEALTH AND SAFETY POLICY

November 2017

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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 Commission is committed to:

- the welfare of its people by making an injury and incident free workplace, and maintaining a culture that supports mental 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 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

To support the objectives in a practical way the Commission has established a Health and Safety Committee that aims 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 Commission expects staff members, consultants, contractors, other workers and visitors to:

- 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 the Health and Safety Committee 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.

2 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 review this policy and the framework.

The **Health and Safety Committee** provides a forum for raising, investigating and reviewing relevant WHS matters arising in the Commission.

The **Executive Director** is responsible for developing, implementing and supporting the continuous improvement of the Commission's WHS policy and framework, leading the development of a health and safety focused culture, and monitoring and reporting on the Commission's health and safety performance.

All Commission **staff members** and other workers are responsible for compliance with this policy, and to take reasonable care with their own WHS.

3 Document control

Date approved	November 2017
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Responsible Officer	Director Corporate Services
Approving Officer	Commissioner
Changes made during the last revision	Edited text and adopted Commission style