



**ACT**  
Government

**ACT Health**

# Work Health and Safety Policy

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# Policy Statement

The ACT Health Directorate (ACTHD) is committed to providing a safe and healthy working environment for all workers<sup>1</sup>, visitors and other people who are affected by ACTHD activities.

ACTHD aims to create healthy and safe workplaces where people can thrive, perform at their best and contribute fully to their workplace and the broader ACT community.

ACTHD will:

- comply with work health and safety (WHS) and associated legislation,
- apply a continuous improvement approach to WHS by regularly reviewing processes,
- aim to eliminate hazards, manage risk, prevent workplace injury or disease and improve physical and mental wellbeing,
- establish measurable objectives and targets to ensure continuous improvement,
- ensure that workers receive appropriate WHS training, instruction, and supervision,
- undertake an annual review of the ACTHD WHS Management System (WHSMS), and
- ensure that resources are applied to implement this policy.

Consultation with workers and relevant stakeholders is essential for managing WHS.

ACTHD will maintain effective consultation arrangements and structures, including:

- health and safety representatives who are accessible to workers,
- WHS committee arrangements that facilitate cooperation and assist in developing WHS standards,
- issue resolution procedures, and
- consultation procedures with workers about matters that affect health and safety.

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<sup>1</sup> A person is a worker in accordance with the WHS Act, if the person carries out work in any capacity for a person conducting a business or undertaking, including work as:

- (a) an employee
- (b) a contractor or subcontractor
- (c) an employee of a contractor or subcontractor
- (d) an employee of a labour hire company who has been assigned to work in the person's business or undertaking
- (e) an outworker
- (f) an apprentice or trainee
- (g) a student gaining work experience
- (h) a volunteer
- (i) a person of a prescribed class.

# Purpose

The purpose of this policy is to ensure that ACTHD:

- prevents injury and disease,
- supports physical and mental wellbeing,
- manages WHS risks,
- reports and records hazards, risks, incidents, and injuries,
- establishes and maintains first aid and emergency plans,
- complies with WHS legislation, and
- monitors and evaluates WHS performance.

# Scope

This policy applies to officers, managers, workers (including contractors), suppliers and visitors.

# Roles and Responsibilities

Position	Responsibility
Director-General and Deputy Directors-General (who are officers in accordance with the WHS Act <sup>2</sup> )	<p>Apply due diligence, including:</p> <ul style="list-style-type: none"><li>• acquiring and maintaining knowledge about WHS matters,</li><li>• understanding ACTHD’s operations, hazards, and risks,</li><li>• ensuring that ACTHD applies appropriate:<ul style="list-style-type: none"><li>○ resources and processes to eliminate or minimise WHS risks,</li><li>○ processes to receive and respond promptly to information about incidents, hazards, and risks, and</li><li>○ processes for complying with the WHS legislation.</li></ul></li></ul> <p>Develop, implement, and evaluate WHS policies, programs, and initiatives.</p> <p>Ensure that an annual review is undertaken of the WHSMS.</p>

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<sup>2</sup> Refer to section 27 of the WHS Act.

Position	Responsibility
Managers	<p>Ensure that:</p> <ul style="list-style-type: none"> <li>• officers are aware of risks and risk controls,</li> <li>• WHS requirements are met and <a href="#">WHS procedures</a> are followed,</li> <li>• business units apply industry knowledge and standards to sustain and improve WHS outcomes,</li> <li>• effective communication, consultation and co-operation takes place with other duty-holders,</li> <li>• workplaces are well organised,</li> <li>• lessons from WHS incidents are applied to reduce risk, and</li> <li>• staff are trained and effectively supervised.</li> </ul> <p>Develop, implement, and evaluate policies, programs and initiatives to prevent or minimise harm and promote and enhance WHS and wellbeing.</p>
Workers	<p>Participate in and maintain WHS, including:</p> <ul style="list-style-type: none"> <li>• taking reasonable care for their own health and safety and the health and safety of other persons,</li> <li>• complying with this policy and <a href="#">WHS procedures</a>, including reporting hazards and injuries,</li> <li>• completing relevant WHS training,</li> <li>• working within their areas of WHS competency, and</li> <li>• participating in consultation processes.</li> </ul>

## Implementation

This policy will be posted on the HealthHQ Intranet, displayed on WHS notice boards and promoted during workplace induction and training.

# Records Management

Keeping records assists the ACTHD to demonstrate compliance with the WHS Act and WHS Regulation. Keeping records of WHS processes:

- allows the ACTHD to demonstrate how decisions about controlling risks were made,
- provides a basis for preparing standard operating procedures,
- allows the ACTHD to review risks, and
- demonstrates to other stakeholders that WHS risks are being managed.

WHS documents are corporate records and must be managed in accordance with the:

- [ACTHD records management policies and procedures](#)
- [Territory Records Act 2002](#)
- [Territory Records \(Records Disposal Schedule – Territory Administrative Records Disposal Schedules – Occupational Health & Safety \(OH&S\) Records Approval 2009 \(No.1\)](#)

## Evaluation

Outcome Measures	Method	Responsibility
The objectives of the WHS Policy will be monitored using WHS Performance Plans, including: <ul style="list-style-type: none"><li>• that incident and injury rates are lower than targets,</li><li>• the use of positive performance indicators,</li><li>• that WHSMS audit results meet ACTPS self-insurance requirements.</li></ul>	Safety inspections, performance monitoring, and audit procedures detailed in the WHS Guideline.	Corporate and Governance Division.

# Related Documents

## Legislation

- *Work Health and Safety Act 2011*
- *Work Health and Safety Regulation 2011*
- *Public Sector Management Act 1994*
- *Territory Records Act 2002.*

## Policy

- ACT Public Sector Work Health, Safety and Wellbeing Policy
- ACT Public Sector Work Health, Safety and Wellbeing Strategy.

## Supporting Documents

- WHS Guideline
- WHS Performance Management Plan
- WHS Audit and Assessment Procedure.

## Standards

- AS/NZS ISO 45001:2018 Occupational health and safety management systems – Requirements with guidance for use.

# Version Control

Version	Date	Comments
1.0	9 January 2020	Replaces DGD18-005
2.0	20 July 2021	Reviewed
3.0	5 December 2023	Reviewed
3.0	12 March 2024	Approved

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