

Workplace Health and Safety

Purpose and Scope

The Workplace Health and Safety (WHS) policy is part of an overall framework designed for managing WHS in the Department of Justice and Attorney-General (the Department) and ensuring a safe and healthy working environment. It applies to all employees, contractors and visitors to the Department.

Effective workplace health and safety practices can prevent physical injury and occupational disease. Injury and disease can dramatically reduce an organisation's productivity and increase absenteeism, compensation payouts, common law claims and indirect costs.

The [Workplace Health and Safety Act 1995](#) (the Act) places significant obligations on all managers and supervisors to manage workplace health and safety as part of their overall function. The Act also places an obligation on all employees to act responsibly and perform their work duties to the standards applied by their Department, or relevant Regulations or Codes of Practice. It emphasises a positive, preventative approach but provides for heavy penalties, including fines and or imprisonment for negligence and breaches of the Act.

The objectives of this policy and procedures are the:

- provision and maintenance of workplaces and systems that are safe and do not risk the health of employees, clients or visitors.
- provision of a work environment that is adaptable to the physiological and psychological well being of all staff.
- provision of training and information systems to employees to ensure they understand how to work safely and maintain a safe, healthy working environment.
- provision of health support systems to ensure the management of potential hazards or hazardous situations and the promotion of an early recovery from workplace injury or illness.

Workplace health and safety practices are evolving and improving. Managers and supervisors should be aware of changes and keep staff informed.

The Director-General is committed to ensuring the health and safety of departmental employees, contractors and visitors to the Department's premises. Our most valuable assets are the people who staff this organisation and as such ensuring a high standard of workplace health and safety is a priority. The Director-General considers that the health, safety and welfare of employees ranks equally with the provision of the best possible service to clients. As such, the Department's Workplace Health and Safety Policy and related procedures should be used as a reference for information and guidance by all employees.

The Director-General is also committed to providing and maintaining a safe and healthy work environment. All employees at all levels in the organisation are expected to take responsibility for workplace health and safety and support management efforts by following agreed safe work procedures.

Employees are not expected to carry out work which they reasonably consider to be unsafe and are actively encouraged to participate in the development of the Department's workplace health and safety program.

Managers and supervisors are responsible for ensuring that all employees are introduced to safe working practices and that the health and safety standards extend to employees, contractors, visitors and the general public.

It is the policy of this Department that relevant Acts and Regulations will be taken as a minimum standard applicable.

References

- [Workplace Health and Safety Act 1995](#)
- [Workplace Health and Safety Regulations 1997](#)
- [Workplace Health and Safety \(Codes of Practice\) 2005](#)
- [Queensland Public Service Award - State - 2003](#)
- [Codes of Practice – issued by Workplace Health and Safety Division, DIR.](#)

Also refer to these Workplace Health and Safety Fact Sheets:

- [Who is Responsible For My Health and Safety At Work?](#)
- [Workplace Health and Safety Committee](#)
- [Recording and Reporting Workplace Incidents](#)

1. Workplace health and safety program

The Department's workplace health and safety program includes:

- Hazard identification and control;
- Training;
- Rehabilitation;
- Hazardous substances and dangerous goods;
- Workers compensation
- Incident report and investigation;
- Health and medical
- Accident prevention

Further information and assistance

For further information and assistance please contact:

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Review

This policy will be reviewed 3 years from the date of approval by the Director-General.

Version History

The following outlines the high level changes that have been made to each version of this document and who made them:

Version	Notes	Change officer(s)	Date of change
1.0	Initial draft	Kelsey Graham	February 2007
	Approval	Board of Management	7 March 2007