

Work Health and Safety Policy

Written Direction No. WDPSB17201

Approved by: Managing Director

Approval Date: 28 August 2020

Effective From: 31 August 2020

1. Introduction

TAFE NSW has a duty to ensure the health and safety of students, workers and visitors while they are at our working and learning environments or participating in authorised activities. Our students, workers and visitors also have a responsibility to ensure a safe and healthy working and learning environment.

2. Purpose

This policy sets out our position on health and safety and what we will do to live up to our commitments and obligations under the Work Health and Safety Act 2011 and Work Health and Safety Regulation 2017. It also outlines the general work health and safety responsibilities of Duty Holders and Workers in ensuring a safe and healthy working and learning environment. Compliance with this policy ensures TAFE NSW workers can meet their legal obligations.

3. Scope

This Policy applies to all workers, i.e. employees and anyone else who carries out work for TAFE NSW such as contractors, on-hire workers, volunteers and others such as students and visitors, while at any TAFE NSW workplace or while participating in any authorised activities.

4. Policy

4.1 General

TAFE NSW is committed to providing a safe working and learning environment for all workers, students, visitors and members of the public. We value people and will do our best to ensure their health and safety while at TAFE NSW or when participating in authorised activities. Hazards and risks to health and wellbeing will be eliminated, or minimized, as far as reasonably practicable as we strive for Zero Harm.

4.2 Commitments

We will:

- a) Provide active and responsible safety leadership.
- b) Promote and drive a strong safety culture.
- c) Ensure working and learning environments are safe and healthy.
- d) Support and promote health and wellbeing.
- e) Promote respectful conduct and take action to prevent and respond to bullying.
- f) Consult with employees, their representatives and others on how to better manage risk.
- g) Provide information, training and instruction so that our employees work safely and contribute to ensuring the safety of others.
- h) Provide programs that facilitate safe and durable return to work for employees, for both work related and non-work related health conditions.
- i) Develop an Integrated Management Safety System that includes:

- a. measurable objectives and targets;
- b. monitoring and regular reporting of our safety performance;
- c. identification and treatment of risks and legal requirements;
- d. management of incidents to minimise harm and prevent further incidents;
- e. regular reviews to ensure continuous improvement, and;
- f. recognition of health and safety innovation and success.

5. General Responsibilities, Accountabilities and Authorities

5.1 General

While TAFE NSW and its management bears overall responsibility for safety, each and every worker has individual responsibility for their own behaviour in the workplace and in the joint creation of a healthy and safe workplace. Managers and workers alike will be held accountable for implementing TAFE NSW safety systems in their area of responsibility and for taking reasonable care for the health and safety of themselves and those under their supervision.

Position	Responsibility, Accountability and Authority
Managing Director (MD)	<p>The Managing Director has overall responsibility and accountability for Health, Safety and Wellbeing within TAFE NSW.</p> <p><u>Responsibility:</u></p> <ul style="list-style-type: none"> • Demonstrate a genuine commitment to safety excellence and safety leadership, and lead others to do the same • Drive a safety culture throughout the business by promoting active safety leadership • Provide the vision and high-level strategy for the delivery of Health and Safety Culture • Provide and allocate appropriate resources so that Health, Safety and Wellbeing management can be implemented effectively within TAFE NSW • Monitor and report health and safety performance • Consider public safety when making decisions that may impact customers and communities • Approve and promote TAFE NSW’s Work Health and Safety policies and Integrated Management Safety System • Participate in due diligence reviews to <ul style="list-style-type: none"> ○ Ensure health and safety information is understood and up to date ○ Understand the hazards and risks associated to TAFE NSW’s operations, ensure that risks are controlled and that processes are in place to response to risks ○ Ensure appropriate resources are in place to eliminate or control risks ○ Ensure the Integrated Management Safety System is compliant with legislation • Take reasonable care for their own health, safety and wellbeing, and ensure that any acts or omissions do not adversely affect the health and safety of other persons <p><u>Accountability:</u></p> <ul style="list-style-type: none"> • Ensure legal compliance is met and where possible, exceeded • Drive continuous improvement of safety performance of TAFE NSW

Position	Responsibility, Accountability and Authority
	<ul style="list-style-type: none"> • Ensure the Health, safety and wellbeing of all Workers whilst at work • Ensure the Health and safety of visitors and contractors <p><u>Authority:</u></p> <ul style="list-style-type: none"> • Ultimate duty holder for Health and Safety at TAFE NSW • Delegate duties and responsibilities for health and safety performance • Make decisions and act on matter pertaining to the health and safety of Workers, contractors, visitors and the general public • Direct any Manager or Worker to cease work in situations where there is an imminent risk to the health and safety of themselves or others
"Officers"	<p>Senior Managers of TAFE NSW deemed to be officers under the Work Health and Safety Act 2011, have a positive duty of care to exercise due diligence, as defined in Section 27(5) of the Act, in ensuring that TAFE NSW complies with its duty under the legislation.</p>
Chief People and Culture Officer	<p><u>Responsibility:</u></p> <ul style="list-style-type: none"> • Demonstrate a genuine commitment to safety excellence and safety leadership by <ul style="list-style-type: none"> ○ Promoting health, safety and wellbeing across TAFE NSW and within their Business Unit ○ Not walking past unsafe acts ○ Engaging workers in health, safety and wellbeing initiatives and programs ○ Driving continuous improvement of safety practices and performance • Set the vision and behaviours for safety at TAFE NSW • Ensure legal compliance is met and where possible, exceeded • Set and define health and safety expectations, results and behaviours for TAFE NSW • Allocate appropriate resources so that health and safety programs, systems and initiatives can be implemented effectively • Periodically review the Work Health and Safety Policies and the Integrated Management Safety System • Ensure workers within the business unit are appropriately inducted, trained and competent • Participate in due diligence reviews to <ul style="list-style-type: none"> ○ Ensure health and safety information is understood and up to date ○ Understand the hazards and risks associated to TAFE NSW's operations, ensure that risks are controlled and that processes are in place to response to risks ○ Ensure appropriate resources are in place to eliminate or control risks ○ Ensure the Integrated Management Safety System is compliant with legislation • Take reasonable care for their own health, safety and wellbeing, and ensure that any acts or omissions do not adversely affect the health and safety of other persons

Position	Responsibility, Accountability and Authority
	<p><u>Accountability:</u></p> <ul style="list-style-type: none"> • Ensure the health, safety and wellbeing of all workers whilst at work and working within their Business Unit • Ensure the health and safety of visitors and contractors working within their Business Unit <p><u>Authority:</u></p> <ul style="list-style-type: none"> • Delegate duties and responsibilities for health and safety performance throughout their Business Unit • Make decisions and act on matter pertaining to the health and safety of Workers, contractors, visitors and the general public • Direct any Manager or Worker to cease work in situations where there is an imminent risk to the health and safety of themselves or others
<p>Head of Work Health & Safety</p>	<p><u>Responsibility:</u></p> <ul style="list-style-type: none"> • Demonstrate a genuine commitment to safety excellence and safety leadership by <ul style="list-style-type: none"> ○ Promoting health, safety and wellbeing across TAFE NSW and within their Business Unit ○ Not walking past unsafe acts ○ Engaging workers in health, safety and wellbeing initiatives and programs ○ Driving continuous improvement of safety practices and performance • Develop and communicate health and safety plans, policies, procedures, systems and programs to meet the needs of the business • Create systems which evaluate and improve policies, procedures, systems and programs to promote effectiveness and relevance • Educate Workers in the policies, procedures, systems and programs that affect their role and responsibilities • Ensure policies, procedures, systems and programs meet and/or exceed legislative obligations • Review safety performance and provide expert advice to improve safety performance where necessary • Support senior managers in meeting their health, safety and wellbeing requirements • Drive health and safety consultation with workers, unions, management, external bodies and other relevant parties • Set measurable goals, objectives, initiatives and targets which are aligned to the Corporate Strategy • Ensure Safety and Incident Alerts are circulated to TAFE NSW • Continuously improve the Integrated Management Safety System • Participate in due diligence reviews to <ul style="list-style-type: none"> ○ Ensure health and safety information is understood and up to date ○ Understand the hazards and risks associated to TAFE NSW's operations, ensure that risks are controlled and that processes are in place to response to risks ○ Ensure appropriate resources are in place to eliminate or control risks

Position	Responsibility, Accountability and Authority
	<ul style="list-style-type: none"> ○ Ensure the Integrated Management Safety System is compliant with legislation ● Take reasonable care for their own health, safety and wellbeing, and ensure that any acts or omissions do not adversely affect the health and safety of other persons <p><u>Accountability</u></p> <ul style="list-style-type: none"> ● Make decisions and recommendations regarding the improving the Integrated Management Safety System and capability build of workers to meet the requirements of the Integrated Management Safety System ● Audit health and safety practices to ensure compliance ● External and internal health and safety reporting <p><u>Authority</u></p> <ul style="list-style-type: none"> ● Liaise with external bodies in relation to health and safety matters ● Create and maintain health and safety records ● Build a team of safety experts to work with the business on health and safety matters ● Change the Integrated Management Safety System to meet requirements ● Direct any Manager or Worker to cease work in situations where there is an imminent risk to the health and safety of themselves or others
<p>“Chief Officers”</p>	<p><u>Responsibility:</u></p> <ul style="list-style-type: none"> ● Demonstrate a genuine commitment to safety excellence and safety leadership by <ul style="list-style-type: none"> ○ Promoting health, safety and wellbeing across TAFE NSW and within their Business Unit ○ Not walking past unsafe acts ○ Engaging workers in health, safety and wellbeing initiatives and programs ○ Driving continuous improvement of safety practices and performance ● Ensure legal compliance is met and where possible, exceeded ● Allocate appropriate resources so that health and safety programs, systems and initiatives can be implemented effectively ● Participate in due diligence reviews to <ul style="list-style-type: none"> ○ Ensure health and safety information is understood and up to date ○ Understand the hazards and risks associated to TAFE NSW’s operations, ensure that risks are controlled and that processes are in place to response to risks ○ Ensure appropriate resources are in place to eliminate or control risks ○ Ensure the Integrated Management Safety System is compliant with legislation ● Take reasonable care for their own health, safety and wellbeing, and ensure that any acts or omissions do not adversely affect the health and safety of other persons

Position	Responsibility, Accountability and Authority
	<p><u>Accountability:</u></p> <ul style="list-style-type: none"> • Health, safety and wellbeing of all Workers whilst at work and working within their Business Group • Health and safety of visitors and contractors working within their Business Group <p><u>Authority:</u></p> <ul style="list-style-type: none"> • Delegate duties and responsibilities for health and safety performance throughout their Business Group • Make decisions and act on matter pertaining to the health and safety of Workers, contractors, visitors and the general public • Direct any Manager or Worker to cease work in situations where there is an imminent risk to health and safety of themselves or others
<p>Regional General Managers (Delivery)</p>	<p><u>Responsibility:</u></p> <ul style="list-style-type: none"> • Demonstrate a genuine commitment to safety excellence and safety leadership by <ul style="list-style-type: none"> ○ Promoting health, safety and wellbeing across TAFE NSW and within their Business Unit ○ Not walking past unsafe acts ○ Engaging workers in health, safety and wellbeing initiatives and programs ○ Driving continuous improvement of safety practices and performance • Ensure legal compliance is met and where possible, exceeded • Set and define health and safety expectations, results and behaviours for direct reports • Ensure there are appropriate resources assigned to implement health and safety programs, systems and initiatives • Ensure workers within the business unit are appropriately inducted, trained and competent • Participate in due diligence reviews to <ul style="list-style-type: none"> ○ Ensure health and safety information is understood and up to date ○ Understand the hazards and risks associated to TAFE NSW's operations, ensure that risks are controlled and that processes are in place to response to risks ○ Ensure appropriate resources are in place to eliminate or control risks ○ Ensure the Integrated Management Safety System is compliant with legislation • Take reasonable care for their own health, safety and wellbeing, and ensure that any acts or omissions do not adversely affect the health and safety of other persons <p><u>Accountability:</u></p> <ul style="list-style-type: none"> • Safety performance of the region for which they manage • Ensure the health, safety and wellbeing of all Workers whilst at work and working within their region • Ensure the health and safety of visitors and contractors working within their region

Position	Responsibility, Accountability and Authority
	<p><u>Authority:</u></p> <ul style="list-style-type: none"> • Delegate duties and responsibilities for health and safety performance throughout their region • Make decisions and act on matter pertaining to the health and safety of Workers, contractors, visitors and the general public • Direct any Manager or Worker to cease work in situations where there is an imminent risk to health and safety of themselves or others
<p>“General Managers” and “Heads Of”</p>	<p><u>Responsibility:</u></p> <ul style="list-style-type: none"> • Demonstrate a genuine commitment to safety excellence and safety leadership by <ul style="list-style-type: none"> ○ Promoting health, safety and wellbeing across TAFE NSW and within their Business Unit ○ Not walking past unsafe acts ○ Engaging workers in health, safety and wellbeing initiatives and programs ○ Driving continuous improvement of safety practices and performance • Ensure legal compliance is met and where possible, exceeded • Set and define health and safety expectations, results and behaviours for direct reports • Ensure there are appropriate resources assigned to implement health and safety programs, systems and initiatives • Ensure workers within the business unit are appropriately inducted, trained and competent • Participate in due diligence reviews to <ul style="list-style-type: none"> ○ Ensure health and safety information is understood and up to date ○ Understand the hazards and risks associated to TAFE NSW’s operations, ensure that risks are controlled and that processes are in place to response to risks ○ Ensure appropriate resources are in place to eliminate or control risks ○ Ensure the Integrated Management Safety System is compliant with legislation • Take reasonable care for their own health, safety and wellbeing, and ensure that any acts or omissions do not adversely affect the health and safety of other persons <p><u>Accountability:</u></p> <ul style="list-style-type: none"> • Ensure the health, safety and welfare of all Workers whilst at work and working within their Business Unit • Ensure the health and safety of visitors and contractors working within their Business Unit <p><u>Authority:</u></p> <ul style="list-style-type: none"> • Delegate duties and responsibilities for health and safety performance throughout their Business Unit • Make decisions and act on matter pertaining to the health and safety of Workers, contractors, visitors and the general public

Position	Responsibility, Accountability and Authority
	<ul style="list-style-type: none"> • Direct any Manager or Worker to cease work in situations where there is an imminent risk to health and safety of themselves or others
Managers	<p>All TAFE Managers are to take action to ensure this policy is implemented in their area of control.</p> <p><u>Responsibility:</u></p> <ul style="list-style-type: none"> • Demonstrate a genuine commitment to safety excellence and safety leadership by <ul style="list-style-type: none"> ○ Promoting health, safety and wellbeing across TAFE NSW and within their area of control ○ Not walking past unsafe acts ○ Engaging workers in health, safety and wellbeing initiatives and programs ○ Driving continuous improvement of safety practices and performance • Ensure legal compliance is met • Set health and safety expectations, results and behaviours for direct reports • Implement health and safety policies, procedures, initiatives and programs to Workers in their area of control • Ensure there are appropriate resources assigned to implement health and safety programs, systems and initiatives • Identify, assess, control or minimise risks as reasonably practical and where necessary in consultation with Work Health and Safety Team • Participate in incident investigations if and/or when required • Ensure corrective actions are monitored and managed towards closure • Provide a safe workplace, plant, equipment and processes • Monitor health and safety performance of direct reports • Provide necessary coaching, training, instruction, information and supervision to enable Workers to carry out work safely • Promote and comply with injury management systems and procedures • Participate in due diligence reviews to <ul style="list-style-type: none"> ○ Ensure health and safety information is understood and up to date ○ Understand the hazards and risks associated to TAFE NSW's operations, ensure that risks are controlled and that processes are in place to response to risks ○ Ensure appropriate resources are in place to eliminate or control risks ○ Ensure the Integrated Management Safety System is compliant with legislation • Take reasonable care for their own health, safety and wellbeing, and ensure that any acts or omissions do not adversely affect the health and safety of other persons <p><u>Accountability:</u></p>

Position	Responsibility, Accountability and Authority
	<ul style="list-style-type: none"> • Ensure compliance to health and safety systems of work, policies and procedures within their business unit • Maintain and improve safety performance within their business unit • Set health and safety expectations within their area of control • Participate in consultation activities, audits, observations and other activities occurring with their business unit • Prioritise health and safety training and other expenditure within their business unit <p><u>Authority:</u></p> <ul style="list-style-type: none"> • Make decisions and act on health and safety matters consistent with company policy within their branch • In consultation with WHS Team engage in safety improvement activities • Ensure Workers within the branch are performing to acceptable levels in relation to health and safety matters • Undertake risk assessments and implement controls within their branch and where required in consultation with the WHS Team • Consult and communicate with Workers in relation to health and safety matters • Direct any Manager or Worker to cease work in situations where there is an imminent risk to the health and safety of themselves or others
<p>Employees and other Workers</p>	<p><u>Responsibility:</u></p> <ul style="list-style-type: none"> • Demonstrate a genuine commitment to safety excellence and a safety culture by <ul style="list-style-type: none"> ○ Promoting health, safety and wellbeing across TAFE NSW and within their area of control ○ Not walking past unsafe acts ○ Engaging in health, safety and wellbeing initiatives and programs ○ Striving towards continuous improvement of safety practices and performance • Take reasonable care for their own health, safety and wellbeing, and ensure that any acts or omissions do not adversely affect the health and safety of other persons • Co-operate with management, staff, suppliers and contractors authorised to give instruction • Comply with legislative obligations as well as obligations arising from TAFE NSW’s Integrated Management Safety System including policies, procedures, work instructions, safe work method statements (SWMS, if required) and programs • Actively participate in health and safety related training when required • Report any unsafe conditions, work practices, injuries or behaviours that come to their attention as early as possible • Participate in incident investigation, the formulation of corrective actions, and completion of corrective actions if and/or when required

Position	Responsibility, Accountability and Authority
	<ul style="list-style-type: none"> • Participate in the continuous improvement of the Integrated Management Safety System if and/or when required • Ensure they are fit for work <p><u>Accountability:</u></p> <ul style="list-style-type: none"> • Displaying behaviours consistent with the company values and safety expectations • Participate in performance reviews by discussing safety behaviours and activities <p><u>Authority:</u></p> <ul style="list-style-type: none"> • Participate constructively in consultation forums (committees, toolbox talks, team meetings) regarding matters that directly impact their health and safety • Cease work in situations where there is an imminent risk to the health and safety or themselves or others
<p>WHS Team (WHS Specialists, Injury Management Specialists, Wellbeing Specialists)</p>	<p><u>Responsibility:</u></p> <ul style="list-style-type: none"> • Demonstrate a genuine commitment to safety excellence and a safety culture by <ul style="list-style-type: none"> ○ Promoting health, safety and wellbeing across TAFE NSW and within their area of control ○ Not walking past unsafe acts ○ Engaging in and promoting health, safety and wellbeing initiatives and programs ○ Striving towards continuous improvement of safety practices and performance • Keep up to date of health and safety developments and safety-related industry matters • Provide expert advice, assistance and coaching to the business in relation to health and safety matters • Provide a framework where all staff know and understand their health and safety responsibilities and obligation • Monitor, record, analyse and report on safety performance including hazards, incidents, accidents and near misses • Coordinate the communication of health and safety throughout the business • Contribute to the development of health and safety plans, policies, procedures, systems and programs to meet the needs of the business <p><u>Accountability</u></p> <ul style="list-style-type: none"> • Drive continuous improvement with safety practices • Deliver health, safety and wellbeing performance reporting <p><u>Authority</u></p> <ul style="list-style-type: none"> • Direct Workers and managers to work in a manner which aligns with TAFE NSW's values and commitment to safety • Keep, edit and maintain appropriate health and safety records • Direct any Manager or Worker to cease work in situations where there is an imminent risk to the health and safety of themselves or others

Position	Responsibility, Accountability and Authority
Students, visitors	<p>All students and visitors, while visiting or conducting business on TAFE NSW workplaces or participating in authorised TAFE NSW activities are to:</p> <ul style="list-style-type: none"> • Take reasonable care of their own health and safety, and that their acts or omissions do not adversely affect the health and safety of others • Follow local procedures in relation to work health and safety • Comply with any reasonable safety instructions or lawful direction as far as they are reasonably able • Report incidents and hazards

6. Definitions

Term	Meaning
Accountability	Where a person fulfilling a role at TAFE NSW is given the final decision making ability and the level of the organisation to achieve the outcome.
Authority	Where a person fulfilling a role at TAFE NSW is given direct authority through this document to enact a decision without gaining a higher approval.
Contractors	An organisation or individual engaged to provide a service in accordance with contract terms or defined scope of works. For the purpose of this procedure, it includes labour-hire Workers.
Due Diligence	The principle for gaining an understanding of the hazards associated with a business and ensuring it has and uses appropriate resources and processes to eliminate or minimise risks to health and safety.
Manager	A manager is any person in TAFE NSW who manages people at any part of the organisation.
Officer	A person who makes or participates in making decisions that affect the whole or a substantial part of the business or undertaking.
Responsibility	Where a person fulfilling a role at TAFE NSW undertakes the actions associated with the role.
Worker	Any person working for TAFE NSW, including Employees, Contractors, Workers of labour hire companies and students gaining work experience.
Workplace	Any place where work is carried out, including any place where a worker goes, or is likely to go, while at work.

7. Related Documents

This policy should be read in conjunction with the following related documents:

Written Direction Number	Document Name
WHS_217	Procedure for WHS Consultation
WDPSB18310	Procedure for WHS Risk Management
WDPSB18305	Procedure for WHS Incidents and Corrective Actions
WDPSB18307	Procedure for the Return to Work Program

8. Contacts

Accountable Officer Head of Work Health and Safety
 WD Officer Manager WHS Systems and Processes

9. Document Information and Review

This policy document will be reviewed at least every three years.
 Record No. PROJ18/3968
 Review Due: 28 AUGUST 2023

Approval History

No.	Effective	Approved by	Amendment
1	11 December 2018	General Manager P&S	Initial publication following review of previous DoE policy
2	9 January 2019	Draft revision	Amendments requested by COO 4.1 added commitment to “strive for Zero Harm”. 5.0 added 5.1 General Responsibilities “While TAFE NSW and its management bears overall responsibility for safety, each and every worker has individual responsibility for their own behaviour in the workplace and in the joint creation of a healthy and safe workplace. Managers and workers alike will be held accountable for implementing TAFE NSW safety systems in their area of responsibility and for taking reasonable care for the health and safety of themselves and those under their supervision.”
3	28 August 2020	FOCUS Group	Updated document sections to reflect updates in WHS Roles, Responsibilities, Accountabilities and Authorities.