

Employment Direction No. 27

WORK HEALTH AND SAFETY

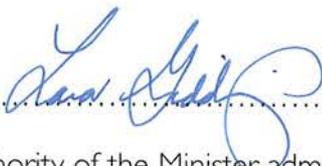
Operative Date: 4 February 2013

State Service Act 2000

EMPLOYMENT DIRECTION

Directive

Pursuant to Section 17 of the *State Service Act 2000*, I hereby direct that the arrangements and requirements, set out in this Employment Direction apply.



Issued by authority of the Minister administering the *State Service Act 2000*.

Date: 4-2-13

Contents

1. Purpose.....	2
2. Application.....	2
3. Legislation/Award Basis and Related Documents.....	2
4. Date of Operation.....	3
5. Direction.....	3
5.1 Work Health and Safety Management.....	3
5.2 Health, Safety, Wellbeing and Injury Management Performance Reporting.....	3
5.3 Work Health and Safety Training.....	3
5.4 Asbestos Management.....	4
6. Reporting and Monitoring.....	4
7. Review.....	4
8. Attachments.....	4

1. Purpose

The Government is committed to ensuring the health, safety and wellbeing of all its workers.

This Direction prescribes the requirements for all State Service Agencies in relation to managing and improving the health, safety and wellbeing of all its workers.

2. Application

This Direction applies to all State Service Agencies with employees who are employed in accordance with the *State Service Act 2000*.

3. Legislation/Award Basis and Related Documents

State Service Act 2000

Section 7. State Service Principles

(h) the State Service establishes workplace practices that encourage communication, consultation, cooperation and input from employees on matters that affect their work and workplace;

(i) the State Service provides a fair, flexible, safe and rewarding workplace;

Section 8. Heads of Agencies must promote State Service Principles

A Head of Agency must uphold, promote and comply with the State Service Principles.

Section 9. The State Service Code of Conduct

(4) An employee, when acting in the course of State Service employment, must comply with all applicable Australian law.

Work Health and Safety Act 2012

Section 19. Primary duty of care

(1) A person conducting a business or undertaking must ensure, so far as is reasonably practicable, the health and safety of—

(a) workers engaged, or caused to be engaged by the person; and

(b) workers whose activities in carrying out work are influenced or directed by the person—

while the workers are at work in the business or undertaking.

Workers Rehabilitation and Compensation Act 1988

Section 2A. Objects of Act

Section 2A of the Act seeks to –

(c) assist in securing the health, safety and welfare of workers and in reducing the incidence of workplace injuries.

4. Date of Operation

This Direction will take effect from the date of issue and will remain in force until varied or revoked.

5. Direction

5.1 Work Health and Safety Management

Heads of Agencies are to establish annual Work Health and Safety (WHS) Plans. The first WHS plan is to be for the period 1 January 2013 to 30 June 2013. Thereafter they are to be annual plans based on the financial year.

Each WHS Plan must identify actions to:

- address poor performing areas of work and / or activities involving high risk to health and safety within the Agency with the aim to improve performance and or reduce risk;
- achieve compliance with AS/NZI 4801:2001 Occupational health and safety management systems—Specifications with guidance for use by 31 December 2016; and
- achieve compliance with the Work Health and Safety Act by 31 December 2016.

5.2 Health, Safety, Wellbeing and Injury Management Performance Reporting

Heads of Agencies are to provide a six monthly report and a 12 monthly report on their Agency's work health, safety, wellbeing and injury management performance in accordance with the Guidelines. The reports are to be aligned with the financial year and are to be provided no later than six weeks after every reporting period commencing 30 June 2013.

These reports are to record Agency performance under the following areas:

1. National Measures prescribed in the Australian Work Health and Safety Strategy 2012-2022;
2. WHS Management;
3. Health and Wellbeing; and
4. Injury Management.

The Guidelines are to specify the objectives, measures and targets.

5.3 Work Health and Safety Training

All staff working at a workplace that is the responsibility of the State Government are to attend appropriate training relevant to their work health and safety each year.

5.4 Asbestos Management

Each Agency is to have asbestos management plans in accordance with the Work Health and Safety Act which provide for the safe management and removal of asbestos in accordance with the Government's policy on asbestos removal.

6. Reporting and Monitoring

As per the requirements detailed in the Guidelines.

7. Review

This Direction will be reviewed by 30 June 2013.

8. Attachments

Guidelines: Improving Work Health and Safety in the State Service

Guidelines for improving WHS in the State Service are attached. The Guidelines outline fundamentals for the development of WHS plans, asbestos management plans, reporting requirements and the scope of training.