



### Work Health and Safety Policy (Revision 1)

**Target audience:** All workers of the Great Barrier Reef Marine Park Authority (the Authority)

#### Purpose

1. This policy describes how the Authority will implement its commitment to providing all our workers a workplace that is free from harm and promotes a culture where safety is an absolute priority.
2. The policy establishes:
  - 2.1. a framework that supports the ongoing identification, reporting and innovative minimisation of risks to health and safety;
  - 2.2. clear responsibilities and accountabilities;
  - 2.3. a culture of safety first;
  - 2.4. practices to safeguard the health and welfare of all Authority workers in compliance with the *Work Health and Safety Act 2011* (the WHS Act).

#### Context/ scope

3. This policy covers all Authority workers.
4. All officers are responsible for demonstrating due diligence and taking every precaution that is reasonable to protect the health and safety of workers and others.
5. All workers are responsible for working safely at all times, and following reasonable instructions.
6. All visitors and members of the public visiting the Authority's workplace are also responsible for taking reasonable care of their own health and safety and not adversely affecting the health and safety of those around them.

#### Definitions

7. **Comcare** is a statutory authority of the Australian Federal Government. Comcare is the regulator of Commonwealth agencies under the WHS Act. Comcare also administers the Commonwealth's workers compensation scheme under the *Safety, Rehabilitation and Compensation Act 1988*.
8. **Hazard** is a potential source of harm or adverse health effect on a person or persons. Hazards are also commonly referred to as 'sources of risk'. Comcare classifies hazards into five categories:
  - 8.1. physical hazards
  - 8.2. ergonomic hazards
  - 8.3. chemical hazards
  - 8.4. biological hazards
  - 8.5. psychosocial hazards
9. **Incident** is any event in relation to the workplace that resulted in, or may have resulted in an injury or illness of a worker or any other person, no matter how minor.
10. **Notifiable Incident** Under Section 35 of the WHS Act, a notifiable incident means:
  - 10.1. the death of a person; or
  - 10.2. a serious injury or illness of a person; or
  - 10.3. a dangerous incident.

**CAUTION:** Only the electronic copy of a document linked to the ["Master Document List"](#) is controlled. Check the revision number of printed copies against this list to verify currency.

#### POLICY

Document No: 100165, revision 1  
Replaces: version 0 (dated 05/02/2013)

Page 1 of 5

Document originator: Director, Human Resources  
Approved by: Chief Executive Officer, on 05-Aug-2020  
Next review date: 05-Aug-2025

**Work Health and Safety Policy** (Revision 1)

11. **Officer** For the purposes of the WHS Act, an officer is a person who makes, or participates in making decisions that affect the whole, or a substantial part, of a business or undertaking of the Commonwealth. All SES, including Board members, are likely to be considered to be officers for the purposes of the WHS Act if they make, or participate in the making of decisions which affect the whole or substantial part of the PCBU. Officers are also workers for the purposes of the WHS Act.
12. **Others** or the purpose of this policy, 'others' include: visitors, and members of the public.
13. **Person conducting a business or undertaking** is a person conducting a business or undertaking (PCBU) is the primary duty holder under the WHS Act and is the legal entity that can be the subject of legal proceedings. Examples of PCBUs include the Commonwealth and Commonwealth Authorities, non-Commonwealth licensees and principal contractors. The Authority is an undertaking of the Commonwealth, which is the PCBU. The Authority (as the primary duty holder) remains the responsible agency for the service of notices and commencement of any legal proceedings under the WHS Act.
14. **Reasonably Practicable** Under Section 18 of the WHS Act, deciding what is 'reasonably practicable' to protect workers and others from harm requires taking into account and weighing up all relevant matters, including:
  - 14.1. the likelihood of the hazard or risk concerned occurring; and
  - 14.2. the degree of harm that might result from the hazard or risk; and
  - 14.3. what the person concerned knows, or ought reasonably to know, about:
    - (a) the hazard or the risk; and
    - (b) ways of eliminating the risk; and
  - 14.4. the availability and suitability of ways to eliminate or minimise the risk, and
  - 14.5. after assessing the extent of the risk and the available ways of eliminating or minimising the risk, the cost associated with available ways of eliminating or minimising the risk, including whether the cost is grossly disproportionate to the risk.
15. **Risk** is the effect of uncertainty on objectives, usually expressed as the likelihood that particular consequences will be experienced.
16. **Worker** For the purposes of the WHS Act, a worker is a person who carries out work in any capacity for a PCBU. This includes staff occupying SES positions, managers, other employees, contractors and subcontractors and their employees, irregular and intermittent workers, labour hire workers, outworkers, apprentices, trainees, students gaining work experience and volunteers. Officers can also be workers under the WHS Act.
17. **Workplace** The workplace is a place where work is carried out for the Authority and includes any place where a worker goes, or is likely to be, while at work.

**Related documents/ legislation**

- *Work Health and Safety Act 2011*
- *Work Health and Safety Regulations 2011*
- *Work Health and Safety Manual - Document Number 100091*

**Policy statements**

18. The Authority is committed to the development and ongoing monitoring of workplace health and safety and key performance indicators, as part of our Work Health and Safety (WHS) management system, to achieve a workplace that is free from harm and promotes a culture where safety is an absolute priority.
19. In order to achieve this commitment and to provide for the health, safety, welfare and wellbeing of its workers, and the continuous improvement of our WHS performance, the Authority will:

**CAUTION:** Only the electronic copy of a document linked to the 'Master Document List' is controlled. Check the revision number of printed copies against this list to verify currency.

**POLICY**

Document No: 100165, revision 1  
Replaces: version 0 (dated 05/02/2013)

Document originator: Director, Human Resources  
Approved by: Chief Executive Officer, on 05-Aug-2020  
Next review date: 05-Aug-2025

**Work Health and Safety Policy** (Revision 1)

- 19.1. comply with the Commonwealth *Work Health and Safety Act 2011*, the *Work Health and Safety Regulations 2011* and supporting Codes of Practice.
  - 19.2. promote a culture where WHS is a consideration in all activities.
  - 19.3. consult, encourage and support officers and workers to take responsibility and an active role in WHS matters.
  - 19.4. identify and review hazards and report associated risks with the aim to eliminate or minimise the risks as far as is reasonably practicable (e.g. One of the primary methods used to identify hazards or risks is conducted by work areas team members, where they carry out compulsory workplace checklist inspections).
  - 19.5. ensure Work Health and Safety Committees, including formally elected representatives, meet regularly to review policies and procedures and raise issues.
  - 19.6. provide appropriate training and education for officer, workers, visitors, health and safety representatives and members of the Authority's Emergency Control Organisation (e.g. Emergency floor wardens and First Aid Officers).
  - 19.7. develop, implement and review the Authority's Safety Management Systems, including setting measurable objectives and targets to ensure continual improvement.
20. Ensure reasonable resources are available to achieve the commitments as identified in clause 19.
- Additional policy, procedures and guidelines may be developed to achieve consistency with legislation and relevant standards.
21. Recognising the diversity of activities and associated WHS risks across the Authority, each operational area must adhere to the basic principles outlined in clause 19 and may also have specific arrangements in place to suit their particular circumstances.

**Accountabilities and responsibilities**

22. The WHS Act places a primary duty of care on a 'person conducting a business or undertaking' (PCBU) to ensure, so far as is reasonably practicable, the health and safety of all workers while they are at work for the PCBU and all other people who may be impacted by work carried out by or on behalf of the PCBU.
23. A PCBU is the primary duty holder under the WHS Act and is the legal entity that can be the subject of legal proceedings.
24. All duties prescribed under the WHS Act are not transferable. The PCBU cannot delegate responsibilities under the WHS Act to another person, or to another PCBU.
25. The Authority has a duty under the WHS Act to consult with workers who are, or are likely to be, directly affected by a matter relating to WHS. If the workers are represented by a health and safety representative, the consultation must involve that representative.
26. Under the WHS Act, consultation with other duty holders and workers is required in relation to the following health and safety matters:
  - 26.1. when identifying hazards and assessing the risks to health and safety arising from the work carried out or to be carried out by the business or undertaking.
  - 26.2. when making decisions about risk avoidance and minimization.
  - 26.3. when making decisions about the adequacy of facilities for the welfare of workers.
  - 26.4. when proposing changes that may affect the health or safety of workers.
  - 26.5. when making decisions about the procedures for:
    - (a) consulting with workers; or
    - (b) resolving work health or safety issues at the workplace; or

**CAUTION:** Only the electronic copy of a document linked to the 'Master Document List' is controlled. Check the revision number of printed copies against this list to verify currency.

**POLICY**

Document No: 100165, revision 1  
Replaces: version 0 (dated 05/02/2013)

Document originator: Director, Human Resources  
Approved by: Chief Executive Officer, on 05-Aug-2020  
Next review date: 05-Aug-2025

Work Health and Safety Policy (Revision 1)

- (c) monitoring the health of workers; or
  - (d) monitoring the conditions at any workplace under the management or control of the person conducting the business or undertaking; or
  - (e) providing information and training for workers; or
  - (f) when carrying out any activities prescribed by the regulations for the purpose of this section.
27. Drafts of WHS related policies, procedures and guidelines documents will be reviewed and subject to endorsement by the WHS Committee. In accordance with the Authority’s Enterprise Agreement (document no. 100114) policies, procedures and guidelines that are new or are significantly different to the existing document will be referred the Authority Consultative Group for employee information and comment. Where necessary, professional advice from subject matter experts and WHS regulators will be sought.
28. All workers of the Authority will comply with their accountabilities and/or responsibilities as outlined in [Work Health and Safety Manual \(document number 100091\)](#) found in the [Master Document List](#).

**Liabilities and Penalties**

29. The WHS Act provides for significant penalties for non-compliance with this legislation. Set out in the table below are the penalties that may be imposed on officers and workers of the Authority for breaches of their duties under the WHS Act.

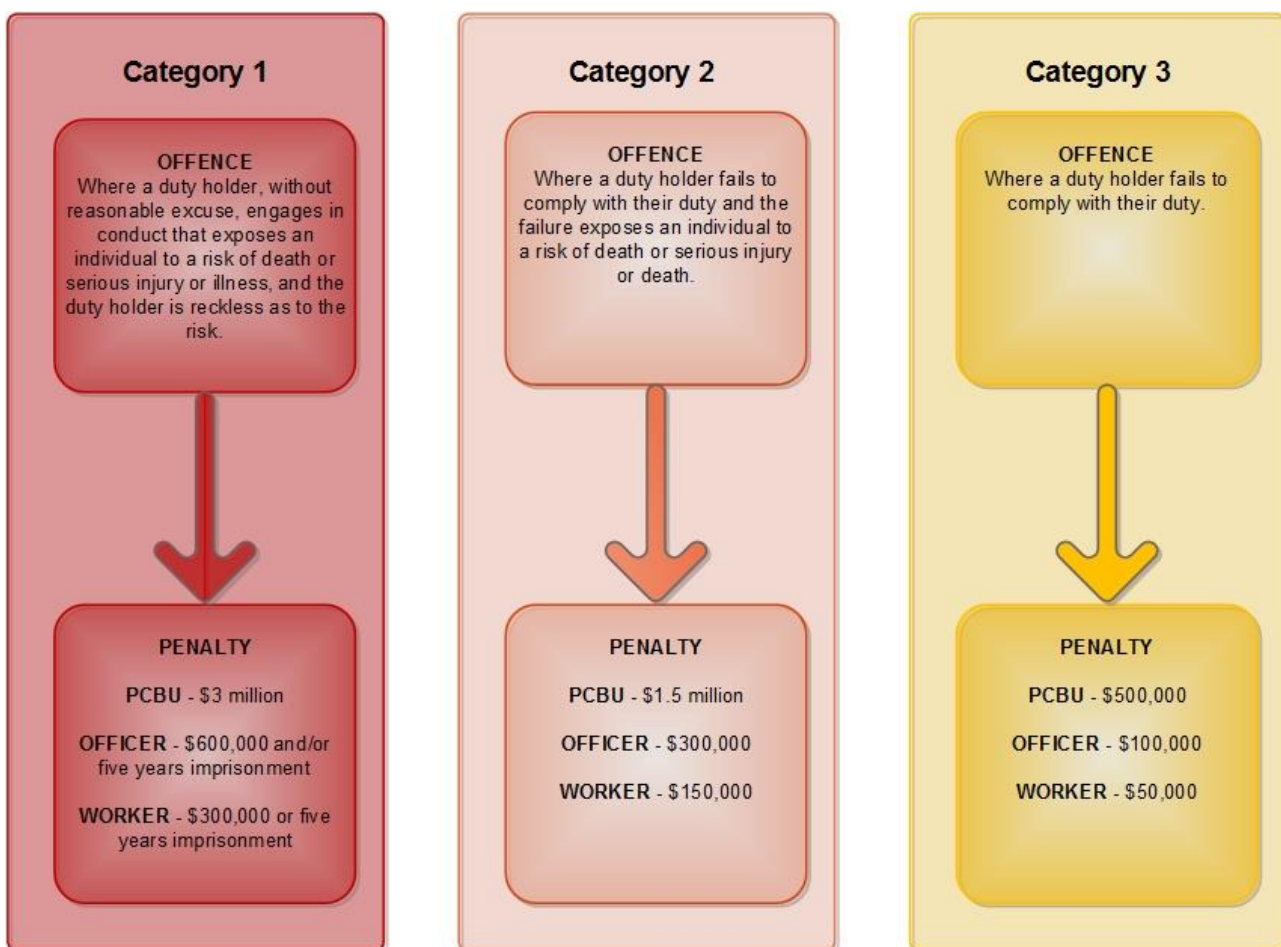


Figure 1: Penalties imposed under the WHS Act

30. Under the WHS Act, where an officer or worker is found to have breached a duty, a criminal conviction may be recorded. Penalties imposed on an officer or worker will be paid by the

**CAUTION:** Only the electronic copy of a document linked to the 'Master Document List' is controlled. Check the revision number of printed copies against this list to verify currency.

**POLICY**

Document No: 100165, revision 1  
 Replaces: version 0 (dated 05/02/2013)

Document originator: Director, Human Resources  
 Approved by: Chief Executive Officer, on 05-Aug-2020  
 Next review date: 05-Aug-2025

## Work Health and Safety Policy (Revision 1)

individual(s) who have been found guilty of the breach. Due to the potential criminal nature of the offences under the WHS Act, penalties are not insurable risks.

### WHS Duties Matrix

Duties under the Work Health and Safety Act 2011	Officers	Workers			Others
	Senior Executive Staff	Directors, Managers, Supervisors	Employees HSRs	Contractors and subcontractors and their employees, labour hire workers, apprentices, trainees, students gaining work experience and volunteers	Visitors, member of the public
Acquire and keep up-to-date knowledge of work health and safety matters.	✓				
Gain an understanding of the nature of the Authority operations and generally of the hazards and risks to health and safety from work carried out as part of the conduct of its business.	✓				
Ensure the Authority has available for use, and uses, appropriate resources and processes to eliminate or minimise risks to health and safety from work carries out as part of the conduct of its business.	✓				
Ensure the Authority has appropriate processes for receiving and considering information regarding incidents, hazards and risks and responding in a timely way to that information.	✓				
Ensure that the Authority has, and implements, processes for complying with any duty or obligation under the WHS Act	✓				
Verify the provision and use of the resources and processes referred to above.	✓				
Co-operate with any reasonable policy or procedure of the Authority relating to health or safety at the workplace that has been notified to workers.	✓	✓	✓	✓	
Take reasonable care for their own health and safety.	✓	✓	✓	✓	✓
Take reasonable care that their acts or omissions do not adversely affect the health and safety of other persons.	✓	✓	✓	✓	✓
Comply, so far as they are reasonably able, with any reasonable instruction that is given by the Authority to ensure compliance with the WHS Act.	✓	✓	✓	✓	✓

**CAUTION:** Only the electronic copy of a document linked to the 'Master Document List' is controlled. Check the revision number of printed copies against this list to verify currency.

**POLICY**

Document No: 100165, revision 1  
Replaces: version 0 (dated 05/02/2013)

Document originator: Director, Human Resources  
Approved by: Chief Executive Officer, on 05-Aug-2020  
Next review date: 05-Aug-2025