



Work Health and Safety Policy (Revision 0)

This policy describes how the Great Barrier Reef Marine Park Authority will go about implementing its commitment to providing all our staff, volunteers and contractors a workplace that is free from harm and encourages a culture that has safety as an absolute priority.

Target Audience: All workers

Vision

1. To provide a safe workplace for our employees, volunteers, contractors and visitors.

Purpose

2. To establish:
 - 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; and
 - 2.4. practices and procedures to safeguard the health and welfare of all GBRMPA workers in compliance with the *Work Health and Safety Act 2011*(the Act).

Context

3. This Policy covers all employees, contractors, volunteers and others working with or visiting the GBRMPA.
4. The GBRMPA will ensure that appropriate organisational arrangements are made to facilitate the implementation of the Act. The GBRMPA recognises that the legislative requirements are a minimum standard and that it may need to take other necessary steps to ensure the appropriate standards of work health, safety and welfare of workers and visitors.
5. Health and safety at work is a shared responsibility of management, supervisors and all other categories of workers.

Related Legislation / Standards / Policy

6. *Work Health and Safety Act 2011*
7. *Work Health and Safety Regulations 2011*

Policy Statements

8. In confirmation of its commitment to and responsibility for the health, safety and welfare of its workers, the GBRMPA will take all reasonably practicable steps to:
 - 8.1. secure the health, safety and welfare of workers by providing, maintaining and promoting safe and healthy work places, practices and conditions;
 - 8.2. encourage effective cooperation and continuing consultation between management and workers in line with legislation;

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- 8.3. ensure that all levels of management and supervisory staff are aware of their responsibility and accountability for minimizing the potential for injury and illness of their staff;
 - 8.4. develop appropriate organisational arrangements to meet the requirements of the Act including:
 - 8.4.1. identifying work groups that appropriately represent workers risk and location profiles;
 - 8.4.2. provide for the election and training of Health and Safety Representatives; and
 - 8.4.3. establish and empower the Work Health and Safety Committee;
 - 8.5. provide information, education and training to managers, supervisors and all levels of staff about WH&S issues and responsibilities;
 - 8.6. inform workers about relevant health, safety and welfare issues;
 - 8.7. provide appropriate financial and other resources to address WH&S issues;
 - 8.8. ensure that WH&S requirements are included in planning processes;
 - 8.9. provide a system for the timely reporting of hazards, incidents and near misses;
 - 8.10. systematically identify workplace hazards and implement measures to mitigate the associated risk;
 - 8.11. ensure that expert advice is available on WH&S matters affecting management and workers; and
 - 8.12. develop, implement, monitor and evaluate WH&S policies, programs and guidelines.
9. Additional policy, procedures and guidelines may be developed to achieve consistency with legislation and relevant standards.

Responsibilities / Accountabilities

10. Under the Act, the Chair is considered to be the 'person conducting business undertakings' and therefore has overall responsibility for implementation of the Act.
 - 10.1. Managers are responsible and accountable for the administration of WH&S policies, programs and guidelines.
 - 10.2. Management is responsible and accountable for the work health, safety and welfare of employees in the workplace.
11. The GBRMPA has a duty under the Act to consult with workers who are, or are likely to be, directly affected by a matter relating to work health or safety. If the workers are represented by a health and safety representative, the consultation must involve that representative.
12. Consultation under the Act is required in relation to the following health and safety matters:
 - 12.1. when identifying hazards and assessing risks to health and safety arising from the work carried out or to be carried out by the business or undertaking;
 - 12.2. when making decisions about ways to eliminate or minimise those risks;
 - 12.3. when making decisions about the adequacy of facilities for the welfare of workers;
 - 12.4. when proposing changes that may affect the health or safety of workers;
 - 12.5. when making decisions about the procedures for:
 - 12.5.1. consulting with workers; or
 - 12.5.2. resolving work health or safety issues at the workplace; or
 - 12.5.3. monitoring the health of workers; or
 - 12.5.4. monitoring the conditions at any workplace under the management or control of the person conducting the business or undertaking; or

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- 12.5.5. providing information and training for workers;
 - 12.5.6. when carrying out any other activity prescribed by the regulations for the purposes of this section.
13. Drafts of policy, procedures and guidelines documents will be reviewed and endorsed by the WH&S Committee. Policies, procedures or guidelines that are new or are significantly different to the existing document will be referred to the GBRMPA Consultative Group (ACG) for employee information and comment. Where necessary, professional advice from relevant WH&S legislators or regulators will be sought.

Document Control Information

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