

Work Health and Safety Policy and Procedures

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POLICY

1. Objective

The NSW Crime Commission (the Commission) has a legal and moral obligation to provide all employees and visitors to its premises with a safe and healthy work environment to an extent that is reasonably practicable.

The aim of this policy and procedures document is to ensure that:

- employees and other visitors to the Commission's workplace are aware of their Work Health & Safety (WH&S) rights and responsibilities
- safe work practices are documented and implemented effectively
- the Commission meets its WH&S obligations under the *Work Health and Safety Act 2011* (NSW) (WH&S Act), the *Work Health and Safety Regulation 2017* (NSW) (WH&S Regulation), and the associated Codes of Practice and industry standards provided by [SafeWork NSW](#) and [Safe Work Australia](#).

2. Scope/Application

Meeting the Commission's WH&S obligations is a shared responsibility. This policy and its procedures are binding on all Commission employees including a person engaged by the Commission as a consultant or contractor under the *Crime Commission Act 2012*. Employees should refer to *Policy Section 4.3* for guidance on those Commission employees who have responsibilities in relation to this policy.

3. Definitions

Hazard: refers to anything that has the potential to harm the health or safety of a person. Hazards may take many forms including physical, chemical, biological, mechanical, electrical and psychological. Refer to *Procedure 1* for examples.

Health and Safety Representative: refers to an employee who has been elected by the Chief Operating Officer to represent staff on health and safety issues.

Incident: refers to an unplanned event that may pose a serious risk to the health or safety of a person. Refer to *Procedure 1* for examples.

Notifiable incident: refers to the death of a person, a serious injury or illness of a person or a potentially dangerous situation that threatens life.

NSWCC Hazard Register: refers to the spreadsheet maintained by WH&S officers that records hazards, tracks their development and documents measures to either prevent, eliminate or control such hazards.

Person conducting a business or undertaking: refers to an employer (in this case, the Commission) that has the primary duty of care for employees under the WH&S legislation.

Plant: refers to any machinery, equipment, appliance, container, implement and tool, and includes any component or anything fitted or connected to those things.

Risk: refers to the likelihood of death, injury or illness that may occur because of a hazard.

Work Health & Safety Manager: refers to a Commission employee nominated by the Chief Operating Officer to take responsibility for the day-to-day management of WH&S within the Commission. This role is undertaken by the Business and Finance Manager.

Workplace: refers to the Commission's premises and any other locations This also includes the home environment if there are working from home arrangements in place.

4. Policy Statements

4.1 Embedding a Culture of Safety

The Commission promotes a culture of safety through active leadership to develop positive attitudes and behaviours in relation to WH&S. Senior Commission officers including the Commissioner, Assistant Commissioner (Legal) and Divisional Heads are to observe the following principles that embed a culture of safety amongst all Commission employees:

- communicate the NSW Government public service values of integrity, professionalism, trust, service and accountability
- demonstrate leadership by sending clear and consistent messaging on the importance of WH&S
- lead by example through safe work practices
- foster attitudes and beliefs that support safe behaviour
- encourage real time reporting of WH&S issues
- increase understanding of risks and hazards in the workplace and how to better implement safety management
- monitor, review and reflect on safety-related cultural behaviours
- encourage employee diversity through the acknowledgement of various WH&S needs that affect staff of all genders, cultural backgrounds, abilities and ages.

4.2 Employer Responsibilities

The Commission as a person conducting a business or undertaking (PCBU) must, as far as is reasonably practicable, ensure that:

- it fulfils its duty of care by observing all legal requirements regarding the health and safety of its employees and other persons at the Commission workplace
- due diligence is followed in the provision and maintenance of a safe work environment, which includes a commitment to continuous improvement (assessing, re-assessing and responding to identified risks and hazards with the goal of eliminating hazards, reducing their potential impact or their chance for occurrence or recurrence)
- employees are made aware of the nature of risks and hazards in the workplace and there is appropriate safety signage
- there is the provision of first aid equipment and that employees have access to this equipment.
- accommodation for employees, either in an office or during official travel, is appropriate
- there is proper provision, maintenance, handling and use of safe plant, structures and systems
- if appropriate, instruction on correct use of personal protective equipment
- workplace incidents and injuries are notified, recorded in a register, investigated and managed as promptly as possible
- there is access to welfare facilities and a return to work program is in place for those employees returning to work from injury
- employees are consulted in the management of workplace risks to help improve the success of WH&S initiatives
- there is provision of information, training, instruction and supervision necessary to protect all employees from health and safety risks arising from the Commission's work
- WH&S considerations and other risk management issues are incorporated into emergency planning procedures.

4.3 Employee Responsibilities

In relation to WH&S, **ALL** Commission employees must:

- take reasonable care for their own health and safety

- take reasonable care for the health and safety of others (Divisional Heads have a particular duty of care to the employees they manage)
- comply with this policy and related procedures and any reasonable instructions given by Management.

The Commission expects all employees to be proactive in managing WH&S issues which may impact on them. This includes the obligation to identify and report actual or potential hazards.

The following Commission employees have specific responsibilities in relation to this policy:

4.3.1 The Commissioner

As head of the agency, the Commissioner is accountable for the overall health, safety and welfare of Commission employees. These day-to-day responsibilities fall to the Chief Operating Officer (COO).

4.3.2 Chief Operating Officer

With accountability for corporate and enterprise functions, the COO is responsible for ensuring employees are aware of their WH&S responsibilities and the Commission meets its WH&S legislative obligations. This may include:

- acquiring knowledge about WH&S matters
- identifying and understanding the WH&S risks and hazards associated with the Commission's operations
- making available appropriate resources and processes to eliminate or minimise, as far as is reasonably practical, risks to health and safety
- publishing WH&S policies and procedures
- implementing processes related, but not limited to:
 - reporting notifiable incidents
 - consulting with employees
 - ensuring compliance with notices issued under the WH&S Act
 - ensuring the provision of training and instruction to employees about WH&S
 - ensuring that the Health and Safety Representative (HSR) receives their entitlements to training.
- allocating sufficient resources to eliminating or controlling hazards when identified.

4.3.3 Divisional Heads

Senior officers of the Commission including the Commissioner, Assistant Commissioner (Legal), Chief Operating Officer, Executive Director Criminal Investigations, Executive Director Financial Investigations, and the Chief Audit, Risk & People Manager are obligated to:

- understand the WH&S risks and hazards associated with the Commission
- maintain an appropriate level of understanding of their WH&S obligations and have up-to-date knowledge of WH&S matters
- ensure managers/supervisors are provided with the skills, authority and resources to implement and maintain risk control measures effectively.

4.3.4 Work Health & Safety Manager

The Commission's WH&S Manager is responsible for the day-to-day management of WH&S within the Commission. The HSR must report all identified hazards to the WH&S Manager.

The WH&S Manager prepares half-yearly reports on WH&S matters and provides them to the EDCS. The half-yearly report is a consolidation of information contained within the *NSWCC Hazard Register*, the monthly *Hazard Assessment Check Sheet (MHACS) Report* and the *Register of Incidents and Injuries*.

The WH&S Manager is also responsible for making recommendations to amend this policy and procedures and for WH&S related changes to other Commission documents.

4.3.5 Health & Safety Representative

The Commission's Health & Safety Representative (HSR) is responsible for:

- representing employees in matters and complaints relating to WH&S
- monitoring the measures taken by the Commission to comply with the WH&S Act
- investigating risks to the health or safety of employees
- inspecting the Commission workplace for WH&S risks and hazards
- accompanying a SafeWork NSW Inspector during any inspection of the workplace
- being present at interviews between the WH&S Manager and an employee concerning WH&S issues/injuries/incidents (with the consent of the employee involved in the interview)
- conducting monthly WH&S inspections of the Commission's workplace and:
 - notifying the WH&S Manager of any identified risks and hazards
 - notifying employees within the vicinity of a risk or hazard
 - preparing the *MHACS Report*
- maintaining currency of WH&S knowledge

4.3.6 Building Supervisor

The Building Supervisor assists the WH&S Manager and the HSR with the monitoring, reporting, managing and mitigating of day-to-day WH&S risks and hazards. This includes briefing contractors on WH&S matters, including how to report any issues the contractor may identify in the course of their visit/s to the Commission.

The Building Supervisor may direct an employee to cease work if there is a reasonable concern that carrying out the work would expose the employee to a health and safety risk. If the Building Supervisor has made such a direction, he or she is required to inform the WH&S Manager, who may inform the COO.

4.3.7 People & Culture Manager

The People & Culture Manager, reporting to the COO, is responsible for co-ordinating workers compensation matters and reports these to the COO.

4.3.8 Managers/Supervisors

ALL managers and supervisors are responsible for ensuring that this policy and related procedures are implemented within their teams, and encouraging employees to identify and report actual or potential risks and hazards. In particular, managers and supervisors must:

- maintain an appropriate level of understanding of their WH&S obligations in relation to this policy
- understand the WH&S risks and hazards associated with their areas of responsibility
- Ensure WH&S implications are considered as part of their decision making
- Provide timely information to their Divisional Heads on WH&S matters affecting their employees and/or the Commission's operations.

4.3.9 Visitors to the Commission

Visitors to the Commission are expected to take reasonable care for their own health and safety, and to ensure that their acts or omissions do not adversely affect the health and safety of others. Commission representatives may give reasonable instructions to visitors in respect of WH&S, and require them to comply with such instructions.

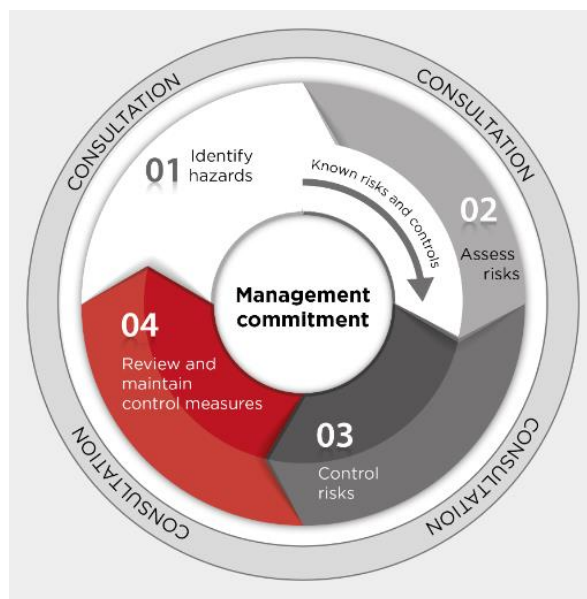
4.4 The Risk Management Process

The Commission will ensure WH&S risks and hazards are eliminated or, if they cannot be eliminated, managed in a way that will reduce the risk of harm to as low as is reasonably practicable in order to protect employees. In managing a risk or hazard, the WH&S officers will take into account the following:

- the likelihood of the risk or hazard occurring
- the degree of personal harm that might result from the risk or hazard
- the availability and suitability of eliminating or minimising the risk or hazard
- after assessment, the cost associated with eliminating or minimising the risk or hazard.

When trying to manage a risk or hazard in the workplace, the responsible officers will take the following steps in accordance with SafeWork Australia’s Risk Management process:

1. identify the risk or hazard (for example, the degree and immediacy of risk to employees and visitors)
2. assess the threat to safety the risk or hazard poses by using the Risk Matrix (see Appendix A)
3. eliminate or control the risk or hazard with consideration to the risk tolerance and escalation levels (see Appendix B)
4. monitor and review risks and controls
5. communicate and consult during each step of the process.



4.5 Induction of New Employees

On commencement of employment at the Commission, all new employees will be:

- shown around the workplace by the Building Supervisor (or Security Officer/Building Security Assistant) and provided with information on entry and exit points, amenities, first aid areas, and emergency evacuation procedures and rally points
- informed of their rights to and responsibilities for a safe workplace
- provided with an induction package by the People & Culture Manager that includes information on where to find this *Work Health and Safety Policy and Procedures* and the *Emergency Evacuation Procedures*
- supplied with the contact details of the HSR and WH&S Manager, and with guidance on how to report problems or injuries.

4.6 Consultation and Communication

As a PCBU, the Commission will consult with employees on all WH&S matters to ensure that the Commission’s risk management of such issues is a continuous process of improvement and maintenance of standards. To meet these standards:

- the HSR and Building Supervisor and/or Building Security Assistant will conduct monthly inspections of the Commission workplace to identify any WH&S issues and record these in the *MHACS Report*
- the HSR, WH&S Manager and COO will hold quarterly review meetings to identify hazards and assess risks. This will include discussion on controlling risks or hazards through all available options and recording what actions will or have been taken to resolve the WH&S issue
- employees with specific WH&S responsibilities will regularly promote WH&S in the workplace to staff through posters, emails, announcements and LMS courses (where appropriate)
- the HSR will revise the *Work Health and Safety Policy and Procedures* to ensure compliance with changes to WH&S legislation and regulation

4.7 Unsafe Work

Commission employees have the right to refuse to undertake unsafe work if they believe their health and safety is at risk. If an employee believes they have been asked to carry out a task that may be unsafe, they should first contact the HSR who will liaise with WH&S Manager and/or COO for guidance.

If an employee feels they are unable to raise the issue with an appropriate Commission employee, they should contact [SafeWork NSW](#).

4.8 Workers Compensation

If an employee is injured at the workplace, the employee may be eligible for a workers compensation claim. Commission employees should refer to the *Workers Compensation Injury Management Policy and Procedures* for more information on workers compensation and how to make a claim.

4.9 Work from Home

The Commission's duty of care to provide a safe and healthy work space extends to the home environment in cases where Commission work is performed at home. In line with the Commission's *Flexible Work Arrangements Policy*, employees may seek approval to work from home if this arrangement is suitable to their personal circumstances and their team, the nature of their work and is approved by the Commissioner.

To ensure a safe environment exists for employees working from home, the Commission will:

- require employees to complete the *Work Health and Safety Checklist for Home Based Work Sites*
- provide guidance on what is a safe home office environment, including good ergonomic practices and workstation set up
- maintain regular communication with employees through telephone/video calls, emails, instant messaging, intranet announcements
- provide the contact details of the People & Culture Manager, Employee Assistance Program, and information and support for mental health and wellbeing services.

An employee has the right to stop or refuse unsafe work in the home environment when there is a reasonable concern of exposure to a serious health and safety risk from an immediate or imminent hazard.

Commission employees also have health and safety obligations to minimise risks when working from home including:

- following Commission guidance on safe working from home practices
- using ergonomic equipment as per the instructions given

- maintaining a safe designated work area, cleaning spills immediately, moving furniture to ensure comfortable access, providing adequate lighting and ventilation, repairing any uneven surfaces, removing trip hazards, and installing smoke alarms
- notifying the People & Culture Manager about risks or potential risks and hazards, and reporting any changes that may affect health and safety when working from home.

4.10 Procurement of Goods and Services

The Commission has a duty of care to ensure that WH&S risks are identified and eliminated, or minimised so far as is reasonably practicable in relation to the procurement of goods such as equipment and services.

The Commission will consider the following prior to the purchase of goods:

- the use of the goods
- the location and environment in which the goods will be used
- the employees using the goods.

In relation to the procurement of services and the managing of consultants/contractors, the Commission will use the risk management process to determine if the work conducted by the consultant/contractor poses a risk for employees. Prior the commencement of such work, the Building Supervisor (or Security Officer/Building Security Assistant) will ensure that the contractor signs appropriate documentation acknowledging the safe working practices expected from the contractor.

4.11 Emergency and First Aid

The Commission has emergency procedures in place that provide guidance on responding to emergencies and evacuations should they occur. The Commission's Emergency Planning Committee and the Emergency Response Team will meet throughout the year to ensure employees are up to date with emergency procedures that relate to WH&S.

4.12 Information, Training and Instruction

The Commission will provide readily understandable information, training and instruction to all employees on:

- understanding their obligations under the WH&S Act and the WH&S Regulation
- the nature of different kinds of work at the Commission and the risks associated with such work
- how WH&S is managed in the workplace
- how to report a WH&S risk or hazard
- control measures implemented to ensure safe WH&S practices
- Manual Handling
- safe use of hazardous chemicals
- SafeWork NSW and Safe Work Australia

In particular, the Commission will provide training to the Commissioner and Divisional Heads, to:

- assist them in fulfilling their duty of care and due diligence
- ensure they understand their obligations under the WH&S Act and WH&S Regulation
- ensure they understand the risks and hazards arising from the nature of the work undertaken by the Commission.

The Commission will also provide training to managers/supervisors, as required, to:

- understand their obligations under the WH&S Act and WH&S Regulation
- understand the consultation arrangements to maintain a safe workplace
- ensure adequate supervision and risk management is in place

4.13 Record Keeping

The Commission will keep accurate and up-to-date WH&S records to meet legislative requirements and check the health and safety performance of its business operations. To meet these requirements, the commission will maintain the following WH&S documentation for employee access and transparency:

- policies and safe work procedures
- induction records
- training records
- *NSWCC Hazard Register*
- *Hazardous Substances Register*
- *Register of Incidents and Injuries* (this includes incidents, and notifiable incidents to SafeWork NSW)
- log books of register plant (inspections, maintenance, commissioning, decommissioning, dismantling, alterations)
- templates of relevant WH&S documentation.

All Commission employees listed in *Policy Section 4.3* must be familiar with the records they are responsible for keeping and should refer to the NSW Government State Archives and Records [Occupational Health and Safety Guidelines](#) for appropriate timeframes on the storage of WH&S documentation.

4.14 First Aid Officers and Confidentiality Concerns

If a first aid officer is attending to an incident or injury, he or she may find it beneficial to take notes on the incident/injury and those involved. The first aid officer is to ensure due regard is given to the confidentiality of information that is provided to them. When collecting information from a person involved in an incident or affected by an injury, a first aid officer should ensure the person knows:

- whether it is compulsory or optional to give the information
- the purpose for collecting the information
- whom this information may have to be passed onto.

Any information e.g. medical or personal that is disclosed to a first aid officer in their official duties should be held in confidence and only disclosed with the consent of the employee who is the subject of that information.

4.15 Breach of Policy

Failure to comply with this WH&S policy is a breach of the Commission's Code of Conduct and may result in management action in accordance with the *Misconduct and Unsatisfactory Performance Policy and Procedures*. Failure to comply with aspects of WH&S legislation may also incur fines or imprisonment.

4.16 Audits

The WH&S Manager is to prepare a WH&S Audit Report every six months. The aim of the report is to identify trends in WH&S matters and, wherever possible, take steps to eliminate or manage issues which could cause injury to workers.

5. Relevant Legislation and Documentation

The following legislation and documentation are relevant to this policy:

- *Work Health and Safety Act 2011*
- *Work Health and Safety Regulation 2017*
- *Workers Compensation Act 1987*

- *Workplace Injury Management and Workers Compensation Act 1998*
- NSWCC Emergency Evacuation Procedures
- NSWCC Workers Compensation and Injury Management Policy and Procedures
- NSWCC Operational Risk Assessments Policy and Procedures
- NSWCC Misconduct and Unsatisfactory Performance Policy and Procedures

PROCEDURES

1. Types of Hazards, Risks and Incidents

Types of workplace risks and/or hazards that may affect Commission employees include (but are not limited to):

- repetitive work e.g. computer use
- sitting for long periods
- poorly designed workstations and lack of ergonomical equipment
- lifting, handling and moving office equipment and supplies
- tripping on objects e.g. cables and electrical boards
- slipping on wet surfacers
- falling from heights (e.g. ladders)
- poor lighting
- inadequate ventilation and varying indoor temperatures
- workplace bullying, harassment and occupational violence
- work-related stress
- assaults by visitors to Commission premises.

Those employees who engage in operational activities such as search warrants, prisoner visits, human source meetings, hearings and technical deployments may also be exposed to different WH&S issues. A full list of risks and hazards is found on the [SafeWork NSW](#) website.

Unplanned events that constitute a workplace incident may include:

- work illnesses
- fire or explosion
- suspicious/unattended packages
- physical injuries
- equipment/property damage
- dangerous occurrences which could have injured people
- exposure to hazardous substances or circumstances.

2. Reporting Obligations

2.1 Reporting a Risk or Hazard

An employee who identifies a risk or hazard should immediately notify the WH&S manager, HSR, Building Supervisor, Security Officer or the Building and Security Assistant with their concern.

For risks and hazards that are **minor** in nature, an email by the employee will suffice. However, for more serious risks and hazards, the employee is required to complete the *Workplace Hazard/Risk Report Form* and submit this in their email.

For an urgent report where time is of the essence, it may be necessary to telephone first and complete the *Work Hazard/Risk Report Form* at a later stage.

Once an email/telephone report is received, either the Building Supervisor, Security Officer or Building and Security Assistant is to enter details of the report into the *NSWCC Hazard Register*. Once updated, the register and form are to be sent to the WH&S Manager for review.

2.2 Reporting an Incident

In relation to handling incidents at the Commission, employees should:

- assess the situation (remembering not to put yourself or others in danger or disturb the incident site)

- respond appropriately if trained to do so
- inform a Manager/co-worker/another person to seek any required assistance
- administer first aid or find a first aid officer
- consider whether an emergency response should be triggered
- contact the WH&S Manager, HSR and/or Building Supervisor.

An employee who is witness to or involved in an incident is required to notify a first aid officer who will complete the *Incident/Injury Report Form* **The form must be sent to WH&S Manager for actioning within 24 hours of the incident occurring.**

The Building Supervisor, Security Officer or Building and Security Assistant is to record the reported incident in the *Register of Incidents and Injuries* and document the following in an email to the WH&S Manager:

- why/how the incident occurred
- all work changes or risk controls put in place as a result
- how this has been communicated to employees

The email along with the form and register is to be sent to the WH&S Manager for review. More information on reporting an incident in the workplace is found on the [SafeWork NSW](#) website and on the staff intranet..

2.3 Reporting a Notifiable Incident

For notifiable incidents, which are by definition serious in nature, the WH&S Manager is to notify SafeWork NSW immediately. Such notice may be given by telephone or in writing. If given over the telephone, it may also be necessary to provide written notice of the incident within 48 hours.

The WH&S Manager must ensure that the site where the incident occurred is not disturbed until a SafeWork NSW Inspector arrives. However, this does not prevent the employees from assisting an injured or deceased person or making the site safe, nor does it prevent any action associated with a police investigation or for which an Inspector or regulator has given permission.

2.4 Reporting an Injury

An injury sustained by an employee, contractor or visitor at work must be reported in the *Incident/Injury Report Form* **This form is to be completed by a first aid officer and sent to WHS Manager for actioning within 24 hours of injury occurring.**¹ The Building Supervisor, Security Officer or Building and Security Assistant is to record the injury in the *Register of Incidents and Injuries*. The register and form are to be sent to the WH&S Manager for review once updated.

If the injury occurred as a result of a WH&S issue, the WH&S Manager may choose to conduct an investigation if the injury is serious or there is a high risk to plant and equipment. Employees should refer to the *Workers Compensation and Injury Management Policy and Procedures* for further information on injury reporting.

If the injury occurs outside of the Commission's premises e.g. going to and from work, the injury is to be reported to a first aid officer for actioning and recording in the *Register of Incidents and Injuries*. The register and form are to be sent to the WH&S Manager for review once updated.

¹ Very minor injuries such as a paper cut or scratch do not need to be reported to a first aid officer or recorded in the *Incident/Injury Report Form* and *Register of Incidents and Injuries*.

2.5 Register of Incidents and Injuries

The Building Supervisor, Security Officer or Building and Security Assistant is to record the following information in the *Register of Incidents and Injuries* as soon as they are notified of an incident or injury. This information is to include:

- the date and time of the incident/injury
- type of incident/injury
- location of incident/injury
- name of employee involved in the incident/suffering from the injury
- description of incident/injury
- treatment/first-aid provided
- person administering first-aid
- if an *'Incident/Injury Report Form'* has been completed
- if SafeWork NSW has been notified.

3. Hazard Elimination and Risk Control

When the Commission is notified of a WH&S risk or hazard, the following steps will be attempted to manage it:

1. elimination (in the first instance, the Commission will always try to eliminate the risk or hazard)
2. substitution (if the hazard or risk cannot be removed, the Commission will minimise it by substituting, entirely or partly, the hazard with something of a lesser risk)
3. isolation (the Commission will enclose or isolate the hazard from any person exposed to it, e.g. with barriers)
4. implementation of engineering controls (the Commission will implement strategies such as physical change to the workplace to remove the hazard or risk)
5. implementation of administrative controls (the Commission will implement administrative controls, e.g. develop safety procedures and safe work practices)
6. provision of personal protective equipment (if applicable).

A combination of controls may be used to minimise a risk or hazard if a single control is not sufficient.

4. WH&S Issue Resolution

All responsible officers involved in the resolution of a WH&S issue must make reasonable efforts to come to an effective and timely solution. In accordance with s 23(6) of the WH&S Regulation, an employee involved in any WH&S issue may request the WH&S Manager set out in writing the details of the issue and how the issue was resolved.

Any employee who is party to the WH&S issue and believes it has not been resolved in a reasonable manner may take the issue to SafeWork NSW to appoint an Inspector to attend the Commission workplace for final resolution.

5. Hazardous Substances Register

The Commission keeps and maintains a register for all hazardous substances that are used and any related material safety data sheets. The WH&S Manager and Building Supervisor are to maintain the *Hazardous Substances Register* and keep it up-to-date.

6. Election of the Health and Safety Representative

The HSR will be appointed by the COO every three years. One month before the expiry of the term of the current HSR there will be a call for nominations. Employees may only nominate themselves.

7. Training of the Health and Safety Representative

The Commission will arrange WH&S training for the new HSR so they are able to fulfil their role and responsibilities. The serving HSR is expected to maintain their HSR qualification and notify the Commission six months before their qualification is due to expire.

8. Work Health and Safety Inspections

The HSR will conduct monthly WH&S inspections with the Building Supervisor and/or Security Officer each month to identify any WH&S risks and hazards to the Commission, and to speak with employees who may have WH&S issues. The HSR will complete the *MHACS Report*.

Once complete, the HSR sends the report via email to the WH&S Manager and the Building Supervisor for discussion at the quarterly meeting. The meeting will discuss risks and hazards raised in the report and implement mitigation strategies. All hazards identified during the WH&S inspection which are not minor in nature, are to be recorded in the *NSWCC Hazard Register*. Items which are immediately rectified or of a minor nature are not listed.

Appendix A

Step 1 – Consider the Consequences What are the consequences of this incident occurring?				Step 2 – Consider the Probability What is the probability of the consequence identified in Step 1 happening? <u>Occurring?</u>		Step 3 – Calculate the Risk Step 1 Consequences - select the correct line. Step 2 Probability - select the correct column. Step 3 Risk Score - the risk score is determined where the two ratings cross on the matrix below.					
Level	People	Equipment assets or environment	Production	Likelihood	Description	Step 1 Consequences	Step 2 Probability				
							A	B	C	D	E
1	Fatality or permanent disability	>\$500K damage	> \$500k production delay	A	Common or repeating occurrence	1	Extreme	Extreme	High	Medium	Low
2	Serious lost time injury or illness	\$100k to \$500k damage	\$100k to \$500k delay	B	Known to occur, or "it has happened"	2	Extreme	High	High	Medium	Low
3	Moderate Lost time injury or illness	\$50k to \$100k damage	\$50k to \$100k delay	C	Could occur or "I've heard of it happening"	3	Extreme	High	Medium	Low	Low
4	Minor lost time injury or illness	\$5k to \$50k damage	\$5k to \$50k delay	D	Not likely to occur	4	High	Medium	Low	Low	Low
5	No lost time	Less than \$5k damage	Less than \$5k delay	E	Practically impossible	5	Medium	Low	Low	Low	Low

Time frames for addressing identified risk -

- Extreme is considered high risk and requires immediate attention –
- High is moderate risk. Attention within 2 weeks –
- Medium is low risk. Attention within 1 month –
- Low is considered minimal risk may be acceptable or needing attention within 3 months

(Any hazards assessed with a risk score of High to Extreme are to be forwarded to the WH&S Manager)

Hierarchy of Controls – The hierarchy of controls is to be considered in controlling risk - Elimination, Substitution, Isolation, Engineering, Administration, Person protective equipment

Appendix B

COMMISSION RISK TOLERANCE AND ESCALATION LEVELS	
RISK RATING	ACTION REQUIRED
EXTREME	<p>Escalate to the Commissioner through the Executive Director Corporate Services</p> <p>Implement a detailed action plan which may include routine procedures</p> <p>To consider the impact of a Critical Risk and the manner in which it can be managed</p>
HIGH	<p>Escalate to the Executive Director Corporate Services</p> <p>Implement a detailed action plan to address the risk</p>
MEDIUM	<p>Specify management accountability and responsibility</p> <p>Monitor trends and plan for potential improvements</p>
LOW	<p>Manage by routine procedures</p> <p>Monitor trends; review costs and effectiveness</p>

Version History

Version	Effective date	Update comments	Author
1.0	21Feb14	Initial version.	Governance Team
1.1	28May14	Amend procedures section 7 – <i>First Aid Officers or Medical Attention</i> to reflect procedure developed by First Aid Committee.	Governance Team
2.0	8Sep16	Split WH&S policy into separate WH&S and Workers compensation policies.	Governance Team
3.0	7May21	Full rewrite to align with WH&S legislation, and SafeWork NSW and Safe Work Australia guidance. Revision of relevant templates and registers.	Governance Team

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Policy contact	WH&S Manager
Policy approver	Chief Operating Officer
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