

Work Health and Safety Policy



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Approved by: Executive

Policy owner/sponsor: Director, Operations & Infrastructure & CFO

Policy Contact Officer: Manager, Human Resources

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1. Summary

This policy affirms the State Library of New South Wales' (the Library) commitment to the health and safety of all workers and visitors on the Library premises. It outlines the legal obligations and responsibilities of the State Library as a Person Conducting a Business or Undertaking (PCBU), its workers and other persons at the workplace as described in *Work Health and Safety Act 2011*.

2. Policy statement

The State Librarian and Chief Executive is committed to maintaining the best possible standard of health, safety and welfare for all employees and other persons working at, or visiting the Library. In addition, the State Librarian is committed to injury management aimed at the early and safe return of injured workers.

The Library strives for continual improvement of its health and safety performance and to aid in this objective has developed, and will maintain, a Work Health and Safety Management System that will be consistent with the requirements of Australian Standard 4801.

The State Librarian will comply with all applicable Work Health and Safety (WHS) legislation and relevant Codes of Practice.

2.1 Consultation

The Library recognises that the best way to ensure a safe and healthy workplace is for all managers and workers to work together to identify and solve work health and safety problems. The Library is therefore committed to regular consultation with workers and their representatives using the agreed WHS consultation arrangements to ensure that work health and safety management is of the highest standard.

2.2 Planning

To give expression to this commitment and these obligations, the State Librarian and the Executive will:

- maintain a WHS Management Plan to achieve the aims of this policy
- establish and maintain programs to identify and appropriately control workplace hazards

- provide for a joint work health and safety committee to identify and address workplace hazards and workplace health and safety issues
- provide the resources, training, information, on the job instruction and levels of supervision needed to achieve this policy's objectives
- develop appropriate strategies for ensuring that facilities at the Library and any plant hired, purchased, or leased for use there, meet the highest WHS standards
- employ (or contract where necessary) competent and skilled persons to assist the Library in meeting its WHS obligations

3. Legislative and Policy Framework

- *Work Health and Safety Act 2011*
- *Work Health and Safety Regulation 2011*
- *Workers Compensation Act 1987*
- *Workplace Injury Management and Workers' Compensation Act 1998*
- *Workers Compensation Regulation 2010*
- Public Service Commission Personnel Handbook section 5-4
- NSW Public Sector WHS Strategy
- Australian/New Zealand Standard AS/NZS 4804:2001 Occupational Health and Safety Management Systems

4. Responsibilities

The Library Council of NSW

The Library Council of NSW is considered a PCBU under the Work Health and Safety Act and therefore Library Council members may be considered Officers of the PCBU. Whilst the Council do not employ staff they have a responsibility for Work Health and Safety matters in relation to assets, facilities and the collection. To meet these responsibilities Library Council members will;

- Receive regular updates on significant changes to WHS legislation and Government Policy
- Undertake personal research into WHS matters that relate to Libraries and cultural institutions
- Receive WHS reporting at each Library Council meeting covering incidents and hazards
- On delegation to the Executive Committee ensure that an appropriate Health and Safety consultation structure is in place in the Library.
- Be advised of any issues or risks that arise from WHS Management System audits through the Library's framework of regular reporting.

Audit and Risk Committee

The Audit and Risk Committee reports to the Library Council in relation to risks concerning property/investments as well as risks relating to Work Health and Safety. They are not considered a PCBU under the Work Health and Safety Act. Their responsibilities include;

- Review and note WHS reports provided at each Audit and Risk Committee meeting
- Ensure management have in place an appropriate WHS risk management framework
- Review audit reports relating to the effectiveness of the WHS Management System

The Executive Committee

The State Librarian and Chief Executive and the Library Executive Committee acknowledge that they have an absolute duty to take all reasonable steps to ensure the health and safety of workers and other persons impacted by the Library or its undertakings. The State Librarian and Library Executive members also acknowledge that they have a primary responsibility for promoting, providing and monitoring the health, safety and welfare of persons and work under their direction. Each level of management is accountable to the one above and responsible for the level(s) below.

The State Librarian will ensure that WHS responsibilities are appropriately defined and that managers and supervisors receive the training and resources they need to carry out their WHS responsibilities competently.

To meet these objectives, the State Librarian will have systems in place and will delegate responsibilities as follows:

Executive will:

- ensure that all workplaces managed or controlled by the Library are suitably equipped and maintained to provide for all workers' health and safety while they are at work
- ensure that all current and foreseeable workplace hazards are identified and assessed (including the potential for workplace violence or aggression), and that strategies are implemented to eliminate or control the risks associated with them
- ensure that an appropriate workplace incident and injury reporting system is maintained that will provide the Library with information to help them to prevent incidents and work related injury or illness in the future
- encourage workers to report any suspected workplace hazard, work related injury or illness affecting themselves or others, at the earliest opportunity without prejudice to any worker
- ensure that investigations are conducted into all incidents and circumstances that may either expose a person to the risk of injury or illness, or result in injury or illness
- provide for the prompt management of injured workers and for their safe and timely return to work
- ensure that all contractors and subcontractors engaged to carry out work for the agency understand the safety standards expected of them and meet these standards when carrying out their work
- ensure that suppliers of equipment and substances understand and meet the Library's safety standards
- provide the necessary resources to support its obligations and commitment to this policy.

Officers have a duty of care to provide and maintain, as far as practicable, a working environment and conditions that are safe and without risk to health.

Officers will:

- ensure the Library's WHS procedures are effectively implemented
- provide the necessary information, training and appropriate supervision to employees to enable them to understand and follow safe working procedures
- manage WHS issues on a day to day basis
- conduct workplace inspections on a regular basis and implement corrective actions
- identify, assess and control hazards
- review risk assessments and controls
- investigate and report on all incidents and accidents so that corrective action is promptly implemented
- support rehabilitation and return to work programs for individual employees

- consult with workers on work health and safety issues
- collect, monitor and analyse WHS statistics relevant to the work area.

All workers while at work, regardless of the position they hold, will:

- comply with their obligations under the WHS Act and this policy
- take reasonable care for their own health and safety and that of other people on Library premises, including clients and other visitors
- comply with any reasonable health and safety instruction or direction by an officer of the PCBU
- report any safety hazard, of which they are aware to their immediate supervisor
- comply with WHS procedures
- attend and participate in any training or seminars arranged by the Library that support the WHS objectives of this policy
- report and record all incidents or hazards that may cause injury or illness, including any damage or maintenance requirements affecting plant or the workplace
- engage with officers to consult on any WHS issues or information
- cooperate in any return to work plan developed for injured workers.

Contractors and sub-contractors will:

- ensure they implement a safe system of work on Library premises
- comply with the Library's WHS policies, programs and procedures
- complete the required induction program
- observe authorised directions in relation to health and safety.

Other persons at the workplace will:

- take reasonable care for his or her own health and safety
- take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons
- comply, so far as the person is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person conducting the business or undertaking to comply with the WHS Act.

5. Definitions

Due diligence means the requirement on an officer to take reasonable steps to acquire and keep up to date knowledge of work health and safety matters and to ensure the PCBU has and implements processes for complying with the PCBU's safety obligations.

Officer means a director or person who makes or participates in the decision making of the business or who has the capacity to significantly affect the business' financial standing e.g. Senior or operational management. An officer of a PCBU has a positive duty to exercise 'due diligence' to ensure that the PCBU complies with its safety obligations.

PCBU means a person conducting a business whether the person conducts the business or undertaking alone or with others, and whether or not the business or undertaking is conducted for profit or gain.

Reasonably practicable means that, which is or was at a particular time, reasonably able to be done in relation to ensuring health and safety, taking into account and weighing up all relevant matters including:

- the likelihood of the hazard or the risk concerned occurring, and

- the degree of harm that might result from the hazard or the risk, and
- what the person concerned knows, or ought reasonably to know, about:
- the hazard or the risk, and
- ways of eliminating or minimising the risk, and
- the availability and suitability of ways to eliminate or minimise the risk, and
- 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.

Sub-contractor means a person engaged by a contractor

Volunteer means a person belonging to the Library’s Volunteer program who is acting on a voluntary basis, irrespective of whether the person receives payment for out of pocket expenses.

Worker means a person who carries out work in any capacity for a person conducting a business or undertaking. A worker includes employee, apprentice, trainee, contractor or sub-contractor, an employee of the contractor or sub-contractor, employee of a labour hire company, work experience student, outworker and volunteer.

6. Approval

This policy was approved by A/Director, Operations & Infrastructure and CFO on 29 June 2016 for immediate implementation.

7. Implementation

This reviewed policy is implemented on 29 June 2016

8. History

This Policy replaces the Work Health & Safety Policy, May 2012.

9. Prepared by:

Senior Work Health & Safety Consultant
29 June 2016

10. Document History and Version Control:

Version	Date approved	Approved by	Brief description
1.0	07/05/2012	Executive	First release
2.0	29/06/2016	Director OID & CFO	Amendment & Review