



Work Health and Safety (WHS) Policy

The Department of Infrastructure, Transport, Regional Development and Communications (the Department) is committed to providing a safe and healthy work environment for workers (including employees, labour hire staff, contractors, and subcontractors), visitors, and all other persons whose health and/or safety could be at risk through our work.

The Department will, in accordance with the *Work Health and Safety Act 2011 (Cth)*, Regulations and Codes of Practice, achieve this by:

- Providing safe systems of work through the development and implementation of an effective Work Health and Safety Management System.
- Identifying, assessing and reducing risks that have the potential to cause injury or illness as part of the Department's undertakings.
- Continually improving WHS performance by adopting a preventative and strategic approach to WHS, including the use of measurable objectives and targets to monitor performance, and regular reviews and evaluation.
- Providing workers with information, training and supervision, in a manner that considers different communication needs, such as cultural and linguistic diversity and accessibility for staff with disability, on WHS matters, safe use of equipment and systems of work to effectively understand and manage risk.
- Consulting with workers on health and safety matters to ensure all workers are involved in recognising, evaluating and controlling workplace risks.
- Disseminating WHS information to visitors to the workplace on their arrival to facilitate their compliance with appropriate standards and workplace directions.
- Promoting the reporting of incidents so that prompt and relevant action can be taken to manage the incident, prevent further incidents and provide support where required.
- Providing early intervention and return to work programs that facilitate safe and sustainable return to work for staff regardless of where their illness or injury occurred.
- Promoting respect and courtesy in the workplace, taking action to prevent bullying and/or harassment, and appropriately responding to allegations.
- Supporting all corporate representative roles that contribute to maintaining a safe and healthy work environment.
- Providing adequate resources to enable the full implementation of this WHS Policy and the WHS Management System.

WHS is everyone's responsibility. Each one of us has a duty to prevent harm to others and ourselves by identifying and reporting hazards and managing risks in the workplace. To achieve this, all levels from executive, senior managers, supervisors and workers need to be actively engaged in participating in safety improvements and implementing the WHS Management System which outlines responsibilities, the methodology for safe outcomes and how compliance will be achieved.

This WHS Policy will be reviewed every three years, or more often where required, to ensure it remains relevant and appropriate to the Department.

Mr Simon Atkinson
Secretary

3 September 2020

Version Control

Version	Authorised by	Summary of changes	Date	Next review
0.1	Assistant Secretary Human Resources	Draft WHS Policy following MOG of DITCRD and DoCA. Consultation draft.	March 2020	
0.2	Assistant Secretary Human Resources	WHS Policy incorporating consultation feedback. Draft for WHS Committee endorsement.	May 2020	
1.0	Assistant Secretary Human Resources	Endorsed by WHS Committee 27 May 2020.	June 2020	
1.1	Secretary	Minor amendments made to opening paragraphs and second dot point based on Executive feedback.	Sept 2020	Sept 2023