



**Australian Government**

**Commonwealth Superannuation Corporation**

# Work Health & Safety (WHS) Policy



**Commonwealth  
Superannuation  
Corporation**

## Policy Statement

The Commonwealth Superannuation Corporation (CSC) is committed to excellence in providing a safe and healthy workplace for all workers and visitors. Workers applies to all employees (full-time, part-time, or casual), contractors (including labour hire company contractors), subcontractors, agents, consultants, temporary staff, graduates, students on work experience and volunteers. We achieve this by:

- implementing a comprehensive Work Health and Safety (WHS) Management System, including the plans, policies, procedures, and programs necessary to support and implement this policy; and
- complying with relevant legislation, including supporting regulations.

## Scope

This policy and our WHS Management System applies to all CSC employees (full-time, part-time, or casual), contractors (including labour hire company contractors), subcontractors, agents, consultants, temporary staff, graduates, students on work experience, volunteers, and visitors.

This policy applies to all CSC workplaces (any place where work is carried out and where a worker goes or is likely to be while at work e.g. home office, vehicle, office building etc.) and other places of work where employees are engaged in work for or represent CSC e.g. when presenting to customers or visiting a supplier.

## Work Health and Safety Objectives

CSC's WHS objectives are to:

- Provide a physically and psychologically safe, healthy, and supportive work environment to the highest level reasonably practicable.
- Establish measurable safety performance objectives and targets that ensure continual improvement in eliminating work related illness and injury.
- Provide effective employee and contractor consultation on health and safety matters which includes proactive, two-way communication of relevant information, reporting and feedback mechanisms.
- Apply effective risk management practices and systems to identify and manage exposure to physical and psychological hazards in the workplace.
- Identify and respond to early warning signs and reports of incidents.
- Comply with relevant WHS legislation and codes of practice.
- Provide induction into the requirements of the WHS Management System for Board Members, CEO, Executives, Managers, employees, and contractors so they are held accountable for enacting their roles and responsibilities as defined in the WHS Management System (refer 3.2) and WHS Policy (refer to who has WHS responsibilities at CSC).
- Provide ongoing WHS information, education and training resources to employees and contractors relevant to their work; and
- Provide adequate resources to enable full implementation of the WHS Policy and WHS Management System.

# Work Health and Safety (WHS) Management System

## What is the WHS Management System and its scope?

The WHS Management System helps CSC take a systematic approach to managing health and safety risks in the workplace and ensures that we know how to comply with our responsibilities under the WHS Act 2011.

CSC's WHS Management System is made up of WHS policies, procedures, standards, guidance, tools, reports, and activities that describe and direct how we manage and improve workplace health and safety.

CSC's WHSMS contains five principles, 21 elements and 108 key performance indicators (KPIs) (refer WHSMS document p3, Principles, Elements and KPIs Map). These principles, elements and KPIs provide the components of a systematic approach to managing workplace health and safety which will lead to a reduction of workplace illness and injury, minimising the costs associated with workplace accidents and industry compliance.

## WHS Management System Review

The Executive Manager, People, is responsible for the review of the WHS Management System, ensuring it remains suitable, adequate, and effective (refer WHSMS document, 5. Management Review).

# Who has WHS Responsibilities at CSC and what are they?

## Primary duty holder

Under the WHS Act 2011, CSC has the primary duty of care for the health and safety of its workers. As primary duty holder, CSC is required to:

- Eliminate WHS risks, as far as reasonably practicable; or
- Minimise risks if it is not reasonably practicable to eliminate them.

CSC discharges its duties and obligations under the WHS Act 2011 through its officers.

## Officers

Under the WHS Act 2011, CSC Directors, the CEO, Executive Managers and the Senior Manager People Policy, Workplace Safety and Sustainability are classified as an 'Officer'. They must exercise due diligence to ensure CSC complies with its health and safety duties.

An Officer is expected to take reasonable steps to:

- Acquire and keep up to date on relevant work health and safety matters.
- Understand the nature of operations including the risks associated with the operation.
- Ensure that CSC uses appropriate resources and processes to eliminate or minimise risks to health and safety.
- Ensure that CSC has processes for monitoring its WHS performance and promptly responding to WHS hazards, incidents, issues, or deficiencies,
- Ensure that CSC has and implements processes for complying with any duty or obligation it has under the WHS Act 2011.
- Verify the provision and use of the resources and processes referred to in points three to five.

## Managers

Managers have the same obligations as workers (refer below). They also have increased levels of responsibility to:

- Ensure the safety of all employees under their control including contractors and consultants, as far as is reasonably practicable.
- Ensure that health and safety is integrated into team planning.
- Promote and encourage open discussions on health and safety at all levels of the business.
- Engage employees and contractors in an open, honest, and meaningful way to ensure they understand what health and safety policies, procedures and practices are expected of them.
- Ensure the Employee Health, Safety and Wellbeing Manager and their line Manager are made aware of issues or concerns on safety, especially hazards in any procedures.
- Model safe work practices to employees, contractors, and other managers.

## Workers

Under the WHS Act 2011, CSC employees (full-time, part-time, or casual), contractors (including labour hire company contractors), subcontractors, agents, consultants, temporary staff, graduates, students on work experience and volunteers must:

- Take reasonable care for their own health and safety.
- Take reasonable care that their acts or omissions do not adversely affect the health or safety of anyone else.
- Understand incident reporting processes and report any hazards or work practices they feel may be unsafe. If it looks wrong or unsafe, report it.
- Comply with any reasonable instruction, policy or procedure relating to health and safety.
- Work with management to identify safety problems and find solutions.

### Other persons at the workplace

Other persons at the workplace, such as visitors must:

- 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 anyone else.
- Comply with any reasonable instruction given by CSC.

## What are the consequences of not complying with this policy?

Failure to comply with your obligations under this policy may:

- Result in a serious risk to health and safety.
- Constitute a breach of WHS legislative responsibilities; and/or
- Result in performance management and/or disciplinary action up to and including termination of your employment.

In certain circumstances, an individual can be held personally liable for WHS breaches. Substantial penalties including fines and imprisonment may apply under the WHS Act 2011.

## Does an employee have the right to cease unsafe work?

All employees and contractors have the right to cease or refuse to carry out work if they have a reasonable concern that the work would expose them to a serious and immediate risk to their health or safety.

An employee or contractor who has ceased or refused to carry out unsafe work must:

- Notify their line supervisor as soon as practicable that they have ceased work and the reasons for ceasing work; and
- Remain available to carry out suitable alternative work.

## Who was consulted in the development of this policy?

CSC employees and contractors and their Health and Safety Committee and Health and Safety Representatives have been consulted in the development of this policy.

## Related legislation, policies, procedures and guides

- Work Health and Safety Act 2011 (ACT)
- Work Health and Safety Regulation 2011 (ACT)
- First Aid in the Workplace Code of Practice
- How to Manage Work Health and Safety Risks Code of Practice
- Work Health and Safety Consultation, Co-operation, and Co-ordination Code of Practice
- CSC Appropriate Workplace Behaviour Policy
- CSC Code of Conduct
- CSC Communicable Disease Safe Practice Guide
- CSC Drug and Alcohol Policy
- CSC Employee Assistance Program Policy
- CSC Health and Safety Committee Terms of Reference
- CSC Incident Reporting Procedure
- CSC Rehabilitation Policy
- CSC Rehabilitation Procedure
- CSC Working from Home Inspection Procedure
- CSC Workplace Inspection Procedure
- CSC Work Health and Safety Management System
- CSC WHS Operational Risk Management Procedure

## Review

This policy will be reviewed by the People Team every 2 years or following a trigger event, due to relevant regulatory changes or any significant changes to CSC's business operations or environment, to assess its continuing currency. Any changes will be approved by the Chief Executive Officer.

Date	Author	Comments
6 Mar 2017	People Team	General Update
22 Mar 2017	People Team	Reviewed by Remuneration and HR Committee and recommended to the Board for approval.
3 May 2017		Approved by the Board.
3 July 2017	People Team	Title change as per the new organisational structure.
1 September 2017	People Team	General Update
May 2022	People Team	Full review.
Sep 2024	People Team	Full review.