



Australian Government

Commonwealth Superannuation Corporation

Work Health & Safety (WHS) Policy



Commonwealth
Superannuation
Corporation



Policy Statement

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

- implementing a comprehensive Work Health and Safety Management System (WHSMS), 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 Workplace Health and Safety Management System(WHSMS) applies to all employees (full-time, part-time or casual), contractors, subcontractors, agents, consultants, temporary staff, graduates, students on work experience, volunteers, labour hire company employees 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 Work Health and Safety (WHS) objectives are to:

- provide a 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 Executives, Managers, employees and contractors and that they are held accountable for enacting their roles and responsibilities as defined in the WSH Management System (refer 3.2 Responsibility and Accountability) and WHS Policy (refer Who has 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 WHSMS.

Work Health and Safety Management System (WHSMS)

What is the WHSMS and its scope?

The WHSMS 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 WHSMS 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 5 principles, 21 elements and 107 key performance indicators (KPI's) (refer to WHSMS document p3, Principles, Elements and KPI's 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.

WHSMS Review

The Executive Manager of People is responsible for the review of the WHSMS, 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 employees. As primary duty holder, CSC is required to:

- eliminate WHS risks, as far as reasonably practicable; or
- minimise risks, if it's 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 Senior Manager of People 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*; and
- 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 Senior Managers are made aware of issues or concerns on safety, especially hazards in any procedures; and
- model safe work practices to employees, contractors and other managers.

Workers

Under the *WHS Act 2011*, CSC employees and contractors must:

- take reasonable care for their own health and safety;
- take reasonable care that their acts or omissions don't adversely affect the health or safety of anyone else;
- understand incident reporting processes and report any hazards or work practices you 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; and
- work with management to identify safety problems and find solutions.

What are the consequences of not complying with this policy?

Failure to comply with 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 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, 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
- 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 Code of Conduct
- CSC COVID-19 Staff Response Protocols

- CSC COVID-19 Working Arrangements Policy
- 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 Workplace Inspection Procedure
- CSC Work Health and Safety Management System
- CSC Appropriate Workplace Behaviour Policy
- CSC Resolving workplace grievances and disputes guideline

Review

This policy will be reviewed by the People Team every two years, or following a trigger event. In particular, this may take place in light of 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.
1 September 2017	People Team	General Update
3 July 2017	People Team	Title change as per the new organisational structure.
May 2022	People Team	Full review.