

Work Health and Safety Policy

Approved by: Chief People Officer

Approval date: 16/08/2024

Acknowledgement of Country

In the spirit of reconciliation, TAFE NSW acknowledges Aboriginal and Torres Strait Islander peoples as the Traditional Custodians of Country throughout Australia and their connections to land, sea, and community. We pay our respect to Elders past and present and extend that respect to all Aboriginal and Torres Strait Islander peoples today.

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Section 1. TAFE NSW Commitment

TAFE NSW is committed to providing a safe and healthy working and learning environment for all workers, students, contractors, visitors and members of the public. Physical and psychosocial hazards and risks to health, safety and wellbeing will be eliminated, or minimised, as far as reasonably practicable.

Section 2. Audience

This Policy applies to all workers, i.e. employees and anyone else who carries out work for TAFE NSW such as contractors, on-hire workers, volunteers and others such as students and visitors, while at any TAFE NSW workplace or while participating in any authorised activities.

Section 3. Policy requirements

3.1 Policy intent

- 3.1.1 This policy outlines TAFE NSW's work health and safety commitments and obligations under the Work Health and Safety Act 2011 and Work Health and Safety Regulation 2017.
- 3.1.2 It also outlines the general WHS responsibilities of duty holders and workers in ensuring a safe and healthy working and learning environment.
- 3.1.3 Compliance with this policy ensures TAFE NSW workers can meet their legal obligations.

3.2 Commitments

- 3.2.1 TAFE NSW has a duty to ensure the physical and psychosocial health and safety of students, workers, and visitors while they are at our working and learning environments or participating in authorised activities. Our students, workers and visitors also have a responsibility to ensure a safe and healthy working and learning environment.
- 3.2.2 TAFE NSW will implement this commitment by:
 - 3.2.3 providing active and responsible safety leadership
 - 3.2.4 promoting and driving a strong and positive safety culture
 - 3.2.5 ensuring working and learning environments are safe and healthy
 - 3.2.6 promoting and supporting a culture of wellbeing, inclusivity and respectful conduct
 - 3.2.7 taking action to prevent and respond to safety hazards and risks
 - 3.2.8 supporting meaningful consultation with employees, their representatives and others on health, safety and wellbeing issues and how to better manage risk
 - 3.2.9 providing information, training and instruction so that our employees work safely and contribute to ensuring the safety of others

- 3.2.10 providing programs that facilitate safe and durable return to work for employees, for both work related and non-work related health conditions
- 3.2.11 developing an effective and accessible safety management system to guide safe working and learning in all TAFE NSW workplaces that includes:
- measurable objectives and targets
 - monitoring and regular reporting of our safety performance
 - identification and treatment of risks and legal requirements
 - management of incidents to minimise harm and prevent further incidents
 - regular reviews to ensure continuous improvement and
 - recognition of WHS innovation and success.

Section 4. Responsibilities

4.1 General responsibilities, accountabilities and authorities

- 4.1.1 While TAFE NSW and its management bears overall responsibility for safety, each and every worker has individual responsibility for their own behaviour in the workplace and in the joint creation of a healthy and safe workplace.
- 4.1.2 Managers and workers alike will be held accountable for implementing TAFE NSW safety systems in their area of responsibility and for taking reasonable care for the health and safety of themselves and those under their supervision.

Position	Responsibility, accountability and authority
Workers	<u>Responsibility:</u> - Take reasonable care for their own health, safety and wellbeing and ensure that any acts or omissions do not adversely affect the health and safety of other persons - Demonstrate a genuine commitment to safety excellence and a safety culture by: - Promoting health, safety and wellbeing across TAFE NSW and within their area of control - Not walking past unsafe acts - Engaging in health, safety and wellbeing initiatives and programs - Striving towards continuous improvement of safety practices and performance - Co-operate with management, staff, suppliers and contractors authorised to give instruction - Comply with legislative obligations as well as obligations arising from TAFE NSW's Safety Management System including policies, procedures, work instructions, safe work method statements (SWMS), if required, and programs

Position	Responsibility, accountability and authority
	- Actively participate in health and safety related training when required - Report any unsafe conditions, work practices, injuries or behaviours that come to their attention as early as possible - Participate in incident investigation, the formulation of corrective actions, and completion of corrective actions if and/or when required - Participate in the continuous improvement of the Safety Management System if and/or when required - Ensure they are fit for work <u>Accountability:</u> - Displaying behaviours consistent with the company values and safety expectations - Participate in performance reviews by discussing safety behaviours and activities <u>Authority:</u> - Participate constructively in consultation forums (committees, toolbox talks, team meetings) regarding matters that directly impact their health and safety - Cease work in situations where there is an imminent risk to the health and safety or themselves or others
Students and Visitors	All students and visitors, while visiting or conducting business on TAFE NSW workplaces or participating in authorised TAFE NSW activities are to: - Take reasonable care of their own health and safety, and that their acts or omissions do not adversely affect the health and safety of others - Follow local procedures in relation to work health and safety - Comply with any reasonable safety instructions or lawful direction as far as they are reasonably able - Report incidents and hazards
WHS Team	<u>Responsibility:</u> - Demonstrate a genuine commitment to safety excellence and a safety culture by: - Promoting health, safety and wellbeing across TAFE NSW and within their area of control - Not walking past unsafe acts - Engaging in and promoting health, safety and wellbeing initiatives and programs

Position	Responsibility, accountability and authority
	- Striving towards continuous improvement of safety practices and performance • Monitor implementation of the Safety Management System, participate in audits, investigations, and safety inspections, assess compliance and report non-compliances • Keep up to date on health and safety developments and industry standards • Provide a framework where all staff know and understand their health and safety responsibilities and obligations • Educate workers on the policies, procedures, systems and programs that affect their roles and responsibilities • Provide expert advice, assistance and coaching to the business in relation to health and safety matters and compliance with WHS legislation and regulations • Support health and safety consultation with workers, unions, management, external bodies and other relevant parties • Provide advice in resolving complex WHS issues that may not be readily resolved at the operational level to accelerate effective resolution • Monitor, record, analyse and report on safety performance including hazards, incidents, accidents and near misses • Coordinate the communication of health and safety throughout the business, including Safety Alerts throughout the business • Contribute to the development of health and safety plans, policies, procedures, systems and programs to meet the needs of the business <u>Accountability</u> • Drive continuous improvement with safety practices • Deliver health, safety and wellbeing performance reporting • Maintain, confidential, accurate and timely WHS records. <u>Authority</u> • Direct Workers and managers to work in a manner that aligns with TAFE NSW's values and commitment to safety • Direct any manager or worker to cease work in situations where there is an imminent risk to the health and safety of themselves or others
Managers	All TAFE Managers are to take action to ensure this policy is implemented in their area of control.

Position	Responsibility, accountability and authority
	<u>Responsibility:</u> • Demonstrate a genuine commitment to safety excellence and safety leadership by - Promoting health, safety and wellbeing across TAFE NSW and within their area of control - Not walking past unsafe acts - Engaging workers in health, safety and wellbeing initiatives and programs - Driving continuous improvement of safety practices and performance • Ensure legal compliance is met • Set health and safety expectations, results and behaviours for direct reports • Implement health and safety policies, procedures, initiatives and programs to Workers in their area of control • Ensure there are appropriate resources assigned to implement health and safety programs, systems and initiatives • Identify, assess, control or minimise risks as reasonably practical and where necessary in consultation with the Work Health and Safety Team • Participate in incident investigations if and/or when required • Ensure corrective actions are monitored and managed towards closure • Provide a safe workplace, plant, equipment and processes • Monitor health and safety performance of direct reports • Provide necessary coaching, training, instruction, information and supervision to enable workers to carry out work safely • Promote and comply with injury management systems and procedures • Participate in due diligence reviews to - Ensure health and safety information is understood - Understand the hazards and risks associated to TAFE NSW's operations, ensure that risks are controlled and that processes are in place to response to risks - Ensure appropriate resources are in place to eliminate or control risks • Take reasonable care for their own health, safety and wellbeing, and ensure that any acts or omissions do not adversely affect the health and safety of other persons <u>Accountability:</u> • Ensure compliance to health and safety systems of work, policies

Position	Responsibility, accountability and authority
	and procedures within their business unit • Maintain and improve safety performance within their business unit • Set health and safety expectations within their area of control • Participate in consultation activities, audits, observations and other activities occurring with their business unit • Prioritise health and safety training and other expenditure within their business unit <u>Authority:</u> • Make decisions and act on health and safety matters consistent with company policy within their branch • In consultation with WHS Team engage in safety improvement activities • Ensure workers within the branch are performing to acceptable levels in relation to health and safety matters • Undertake risk assessments and implement controls within their branch and where required in consultation with the WHS Team • Consult and communicate with workers in relation to health and safety matters • Direct any manager or worker to cease work in situations where there is an imminent risk to the health and safety of themselves or others
Directors and Senior Managers	In addition to the core responsibilities as workers, Directors and Senior Managers also have the following responsibilities. • Demonstrate a genuine commitment to safety excellence and safety leadership by: - Promoting health, safety and wellbeing - Not walking past unsafe acts - Engaging workers in health, safety and wellbeing initiatives and programs - Driving continuous improvement of safety practices and performance • Ensure legal compliance is met and where possible, exceeded • Set and define health and safety expectations, results and behaviours for direct reports • Ensure there are appropriate resources assigned to implement health and safety programs, systems and initiatives • Ensure workers within the business unit are appropriately inducted, trained and competent • Participate in due diligence reviews to

Position	Responsibility, accountability and authority
	- Ensure health and safety information is understood and up to date - Understand the hazards and risks associated to TAFE NSW's operations, ensure that risks are controlled and that processes are in place to response to risks - Ensure appropriate resources are in place to eliminate or control risks - Ensure the Safety Management System is compliant with legislation • Take reasonable care for their own health, safety and wellbeing, and ensure that any acts or omissions do not adversely affect the health and safety of other persons <u>Accountability:</u> • Safety performance of the region for which they manage • Ensure the health, safety and wellbeing of all workers whilst at work and working within their business unit • Ensure the health and safety of visitors and contractors working within their region <u>Authority:</u> • Delegate duties and responsibilities for health and safety performance throughout their business unit • Make decisions and act on matters pertaining to the health and safety of workers, contractors, visitors and the general public • Direct any manager or worker to cease work in situations where there is an imminent risk to health and safety of themselves or others
Executive Director Education and Skills	<u>Responsibility:</u> • Demonstrate a genuine commitment to safety excellence and safety leadership by - Promoting health, safety and wellbeing - Not walking past unsafe acts - Engaging workers in health, safety and wellbeing initiatives and programs - Driving continuous improvement of safety practices and performance • Ensure legal compliance is met and where possible, exceeded • Set and define health and safety expectations, results and behaviours for direct reports • Ensure there are appropriate resources assigned to implement health and safety programs, systems and initiatives

Position	Responsibility, accountability and authority
	• Ensure workers within the business unit are appropriately inducted, trained and competent • Participate in due diligence reviews to: - Ensure health and safety information is understood and up to date - Understand the hazards and risks associated to TAFE NSW's operations, ensure that risks are controlled and that processes are in place to respond to risks - Ensure appropriate resources are in place to eliminate or control risks - Ensure the Safety Management System is compliant with legislation • Take reasonable care for their own health, safety and wellbeing, and ensure that any acts or omissions do not adversely affect the health and safety of other persons <u>Accountability (within their region):</u> • Safety performance of the region for which they manage • Ensure the health, safety and welfare of all workers whilst at work • Ensure the health and safety of visitors and contractors working within their region <u>Authority:</u> • Delegate duties and responsibilities for health and safety performance throughout their region • Make decisions and act on matter pertaining to the health and safety of Workers, contractors, visitors and the general public
Director Safety Wellbeing and Inclusion	<u>Responsibilities (In addition to the common responsibilities of managers)</u> • Develop and communicate health and safety plans, policies, procedures, systems and programs to meet the needs of the business • Oversee the development of systems that evaluate and improve policies, procedures, systems and programs to promote effectiveness and relevance • Educate workers on the policies, procedures, systems and programs that affect their roles and responsibilities • Ensure policies, procedures, systems, and programs meet and/or exceed legislative obligations • Review safety performance and provide expert advice to improve safety performance where necessary • Support ELT and senior managers in meeting their health,

Position	Responsibility, accountability and authority
	safety and wellbeing requirements • Drive health and safety consultation with workers, unions, management, external bodies and other relevant parties • Set measurable goals, objectives, initiatives and targets which are aligned to the TAFE NSW Strategic Plan • Ensure safety and incident alerts are circulated to TAFE NSW • Continuously improve the Safety Management System • Take reasonable care for their own health, safety and wellbeing, and ensure that any acts or omissions do not adversely affect the health and safety of other persons <u>Accountability</u> • Make decisions and recommendations regarding improving the Safety Management System and capability build of workers to meet the requirements of the Safety Management System • Audit health and safety practices to ensure compliance • External and internal health and safety reporting <u>Authority</u> • Liaise with external bodies in relation to health and safety matters • Create and maintain health and safety records • Build a team of safety experts to work with the business on health and safety matters • Change the Safety Management System to meet requirements • Direct any manager or worker to cease work in situations where there is an imminent risk to the health and safety of themselves or others
Executive Leadership Team (ELT)	Members of the TAFE NSW Executive Leadership Team (ELT) are deemed to be officers under the Work Health and Safety Act 2011, have a positive duty of care to exercise due diligence, as defined in Section 27(5) of the Act, in ensuring that TAFE NSW complies with its duty under the legislation. <u>Responsibility:</u> • Demonstrate a genuine commitment to safety excellence and safety leadership by - Promoting health, safety and wellbeing across TAFE NSW and within their Business Group - Not walking past unsafe acts - Engaging workers in health, safety and wellbeing initiatives and

Position	Responsibility, accountability and authority
	programs - Driving continuous improvement of safety practices and performance • Allocate appropriate resources so that health and safety programs, systems and initiatives can be implemented effectively • Consider public safety when making decisions that may impact customers and communities • Participate in due diligence reviews to: - Ensure health and safety information is understood and up to date - Understand the hazards and risks associated with TAFE NSW's operations - Ensure appropriate resources are in place to eliminate or control risks - Ensure the Safety Management System is compliant with legislation • Take reasonable care for their own health, safety and wellbeing, and ensure that any acts or omissions do not adversely affect the health and safety of other persons <u>Accountability:</u> • Ensure legal compliance is met and where possible, exceeded • Ensure the health, safety and wellbeing of all workers whilst at work • Ensure the health and safety of visitors and contractors <u>Authority:</u> • Delegate duties and responsibilities for health and safety performance • Make decisions and act on matter pertaining to the health and safety of workers, contractors, visitors and the general public • Direct any manager or worker to cease work in situations where there is an imminent risk to health and safety of themselves or others
Chief People Officer (Member of ELT)	<u>Responsibilities (In addition to the ELT responsibilities)</u> • Approve and promote TAFE NSW's Work Health and Safety Policy and Safety Management System • Set the vision and demonstrate a genuine commitment to safety excellence and safety leadership and lead others to do the same • Define health, safety and wellbeing expectations, results and behaviours for TAFE NSW

Position	Responsibility, accountability and authority
	• Ensure legal compliance is met and where possible, exceeded • Set and define health and safety expectations, results and behaviours for TAFE NSW • Ensure health and safety plans, policies, procedures, systems, and programs are developed and meet and/or exceed legislative obligations and the needs of the business • Ensure systems are developed that evaluate and improve policies, procedures, systems and programs to promote effectiveness and relevance • Ensure workers are educated in the policies, procedures, systems and programs that affect their roles and responsibilities • Ensure safety performance is reviewed and provide expert advice to improve safety performance where necessary • Provide direction and leadership to the ELT and senior leaders on meeting their health, safety and wellbeing requirements and obligations • Drive health and safety consultation with workers, unions, management, external bodies and other relevant parties • Ensure measurable goals, objectives, initiatives and targets are developed which are aligned to the TAFE NSW Strategic Plan • Ensure safety and incident alerts are circulated to TAFE NSW • Ensure the Safety Management System is continuously improved Take reasonable care for their own health, safety and wellbeing, and ensure that any acts or omissions do not adversely affect the health and safety of other persons <u>Accountability:</u> • Ensure legal compliance is met and where possible, exceeded • Drive continuous improvement of safety performance of TAFE NSW • Ensure the health, safety and wellbeing of all workers whilst at work • Ensure the health and safety of visitors and contractors <u>Authority:</u> • Ultimate duty holder for health and safety at TAFE NSW • Delegate responsibilities for health and safety performance • Make decisions and act on matters pertaining to the health and safety of workers, contractors, visitors and the general public

Position	Responsibility, accountability and authority
	Direct any manager or worker to cease work in situations where there is an imminent risk to the health and safety of themselves or others
Managing Director (MD)	The Managing Director has overall responsibility and accountability for Health, Safety and Wellbeing within TAFE NSW. <u>Responsibility:</u> - Demonstrate a genuine commitment to safety excellence and safety leadership, and lead others to do the same - Drive a safety culture throughout the business by promoting active safety leadership - Provide the vision and high-level strategy for the delivery of health and safety culture - Provide and allocate appropriate resources so that health, safety and wellbeing management can be implemented effectively within TAFE NSW - Monitor and report health and safety performance - Consider public safety when making decisions that may impact customers and communities - Participate in due diligence reviews to: - Ensure health and safety information is understood and up to date - Understand the hazards and risks associated to TAFE NSW's operations, ensure that risks are controlled and that processes are in place to respond to risks - Ensure appropriate resources are in place to eliminate or control risks - Ensure the Safety Management System is compliant with legislation <u>Accountability:</u> - Ensure legal compliance is met and where possible, exceeded - Drive continuous improvement of safety performance of TAFE NSW - Ensure the health, safety and wellbeing of all workers whilst at work - Ensure the health and safety of visitors and contractors <u>Authority</u> - Ultimate duty holder for health and safety at TAFE NSW - Delegate duties and responsibilities for health and safety performance - Make decisions and act on matters pertaining to the health and safety of workers, contractors, visitors and the general public

Position	Responsibility, accountability and authority
	Direct any manager or worker to cease work in situations where there is an imminent risk to the health and safety of themselves or others

Section 5. Monitoring

The use, effectiveness and efficiency of this policy is reviewed through the following:

- Internal and external WHS Performance reporting
- Periodic WHS audits
- Regulatory reporting requirements under WHS legislation and compliance obligations
- Performance reporting against the TAFE NSW Strategic Plan (2022- 2027) initiative 'People Enabler' and Strategic Initiative 5.1.3
- Performance reporting against the Work Health and Safety Improvement Plan
- Scheduled policy reviews

Section 6. Where to get help

- Director Safety Wellbeing and Inclusion
- Senior Manager Work Health and Safety
- WHS Systems, Governance and Reporting Team
- Regional Work Health and Safety Teams
- Manager or next most senior manager
- People and Culture Business Partner
- Health and Safety Representative / Deputy Health and Safety Representative
- Health and Safety Committees
- Union representative
- TELUS Health Employee Assistance Program - 1300 360 364
- SafeWork NSW – 13 10 50

If further assistance is required, please contact WHS Governance WHSGovernance@tafensw.edu.au

Section 7. Governance information

Governance	Details
Legislation, regulations, and standards	This policy is governed by: Work Health and Safety Act 2011 - Section 4, Section 27(5)

Governance	Details
	- Work Health and Safety Regulation 2017
Related procedures	This policy governs the following procedures: - Work Health and Safety Consultation Procedure - WHS Risk Management Procedure - WHS Incidents and Corrective Actions Procedure - Conduct Internal WHS Audit Procedure - Inspect Workplaces for WHS Hazards Procedure - Return to Work Program Procedure - Workers Compensation Claims Procedure
Related Policies	This policy is to be read together with: - Workers Compensation Policy
Accountable Officer	Chief People Officer
Responsible Officer	Manager WHS Systems and Processes
Content Manager number	
Next review date	

Section 8. Definitions

Word	Definition
Accountability	Where a person fulfilling a role at TAFE NSW is given the final decision making ability and the level of the organisation to achieve the outcome.
Authority	Where a person fulfilling a role at TAFE NSW is given direct authority through this document to enact a decision without gaining a higher approval.
Contractors	An organisation or individual engaged to provide a service in accordance with contract terms or defined scope of works. For the purpose of this procedure, it includes labour-hire Workers.

Word	Definition
Due Diligence	Upholding its duty of care, TAFE NSW implements all reasonable measures to prevent harm and create a safe work and learning environment, adhering to WHS legislation
Manager	A manager is any person in TAFE NSW who manages people at any part of the organisation.
Officer	A person who makes or participates in making decisions that affect the whole or a substantial part of the business or undertaking. For the purpose of this policy an Officer is any member of the TAFE NSW Executive Leadership Team
Responsibility	Where a person fulfilling a role at TAFE NSW undertakes the actions associated with the role.
Safety Management System	WHS policies, procedures, guidelines and plans providing a systematic approach to managing health and safety at TAFE NSW to minimise the risk of injury and illness from TAFE NSW operations.
Worker	Any person working for TAFE NSW, including Employees, Contractors, Workers of labour hire companies and students gaining work experience.
Workplace	Any place where work is carried out, including any place where a worker goes, or is likely to go, while at work.

Section 9. Document history

No.	Effective	Approved by	Amendment
1	11 December 2018	General Manager P&S	Initial publication following review of previous DoE policy
2	9 January 2019	Draft revision	Amendments requested by COO 4.1 added commitment to “strive for Zero Harm”. 5.0 added 5.1 General Responsibilities “While TAFE NSW and its management bears overall

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			responsibility for safety, each and every worker has individual responsibility for their own behaviour in the workplace and in the joint creation of a healthy and safe workplace. Managers and workers alike will be held accountable for implementing TAFE NSW safety systems in their area of responsibility and for taking reasonable care for the health and safety of themselves and those under their supervision.”
3	28 August 2020	FOCUS Group	Updated document sections to reflect updates in WHS Roles, Responsibilities, Accountabilities and Authorities.
3.1	16 August 2024	Chief People Officer	Policy transferred to new accessible policy template and immaterial updates made to fit new template structure. The term Integrated Management Safety System changed to Safety Management System throughout the policy for consistency with the TAFE WHS Improvement Plan. Section 4. Responsibilities, Accountabilities and Authorities. The Chief Officers and Officer groups were merged into Executive Leadership Team (ELT). Position titles updated to reflect current organisational structure (e.g. Director Safety, Wellbeing and Inclusion). WHS Team responsibilities updated to reflect current responsibilities. Reversed the sequence of duty holders in view of the audience. Section 6. Where to get help developed. Section 8. Additional information in the Officer meaning and the Safety Management System was added to the definitions Revised definition of Due Diligence