

Work health and safety policy

Health and Safety Branch
Human Resources Directorate

Policy no CG10-003
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1 Introduction

1.1 Purpose

This policy outlines Fire & Rescue NSW's (FRNSW's) commitment to health and safety. Health and safety legislation establishes the fundamental principles to follow in respect to safety. FRNSW is committed to complying with this legislation by issuing policies, procedures and programs that detail how these obligations will be met and highlighting responsibilities throughout all levels of the organisation.

1.2 Scope and application

The *Work Health and Safety Policy* establishes broad responsibilities at all levels of the organisation, as required by the *Work Health and Safety Act 2011*(the Act).

This policy applies to all FRNSW workers and worksites. A worker is any person who carries out work for FRNSW and includes employees, contractors and sub-contractors, employees of contractors or sub-contractors, employees of labour hire companies, students gaining work experience and volunteers.

1.3 Legal and policy framework

FRNSW will meet its legislative obligations to ensure the health and safety of all workers and other persons by complying with the following:

[Work Health and Safety Act 2011](#)

[Work Health and Safety Regulation 2011](#)

This policy sits within the context of the above statutory scheme. It also provides the foundation for organisational policies, procedures and other documents which form part of the Safety Management System, the [Safety Strategy 2009-2012](#) and the [Values Statement](#).

2 Policy statement

2.1 Policy principles and requirements

FRNSW is committed to maintaining and improving health and safety in the workplace, and reducing the incidence and severity of workplace accidents, injuries and illnesses. This policy aligns to the commitment made by FRNSW 'that safety is the guiding principle in everything we do'.

FRNSW recognises that every person has the right to a safe and healthy working environment and is committed to:

- ensuring, as far as is reasonably practicable, the health and safety of all workers while they are at work
- ensuring, as far as is reasonably practicable, the health and safety of other persons is not put at risk by work carried out by FRNSW
- improving health and safety performance through the maintenance of an effective Safety Management System (the Be Safe Program), based on a risk management approach

- clearly defining roles and responsibilities for workplace health and safety at all levels of the organisation
- establishing measurable objective targets to ensure continual improvement aimed at eliminating work related injury and illness
- ensuring the achievement and maintenance of legislative compliance
- Recognising the key role of consultation between workers, their health and safety representative, unions and management in contributing to a safer and healthier workplace, and
- allocating appropriate human and financial resources to ensure that the health and safety aims and objectives of this policy, and the *Safety Strategy 2009-2012* are achieved.

2.2 Policy implementation

FRNSW is committed to achieving the principles and requirements of this policy by:

- the Executive Leadership Team taking responsibility for the oversight of safety
- all workers being responsible for safety
- implementing a Safety Management System (the Be Safe Program)
- having mandatory requirements to report safety incidents, and
- displaying the roles and responsibilities on the health and safety noticeboard in every workplace.

3 Definitions/Key terms

Worker:

Section 7 of the Act defines a worker as a person who carries out work in any capacity for a person conducting a business or undertaking, including work as:

- an employee
- a contractor or sub-contractor
- an employee of a contractor or sub-contractor
- an employee of a labour hire company
- an outworker
- an apprentice or trainee
- a student gaining work experience, or
- a volunteer (CFU member)

Workplace:

Section 8 of the Act defines a workplace as a place where work is carried out for a business or undertaking and includes any place where a worker goes, or is likely to be, while at work. For FRNSW this means:

- a site owned or leased by FRNSW
- a premises or an area attended by FRNSW workers in the course of their duties under the Fire Brigades Act 1989

- a place where work is carried out by a FRNSW worker, including any place where a worker goes, or is likely to be, while at work, or
- a premises or an area attended by FRNSW workers whilst on duty when deployed or on exchange within Australia or internationally with another agency.

Other person:

A person at a FRNSW workplace not engaged in work for FRNSW eg visitor, family member of a worker, property owner, WorkCover inspector

4 Roles and responsibilities

4.1 The Executive Leadership Team (Commissioner, Deputy Commissioners and Directors)

The Executive Leadership Team is responsible for exercising due diligence for safety by:

- providing leadership concerning issues of safety
- acquiring and keeping up-to-date knowledge of work health and safety matters
- gaining an understanding of the nature of the operations of FRNSW and generally of the hazards and risks associated with those operations
- ensuring that FRNSW has available for use, and uses, appropriate resources and processes to eliminate or minimise risks to health and safety from work carried out as part of the conduct of FRNSW
- ensuring that FRNSW has appropriate processes for receiving and considering information regarding safety incidents, hazards and risks and responding in a timely way to that information,
- ensuring workers and their representative are consulted when considering matters which may affect their health and safety; and
- ensuring that FRNSW has, and implements, processes for complying with any duty or obligation of FRNSW under the Act and this policy.

4.2 Workers

A worker must:

- take reasonable care for their own health and safety
- take reasonable care that their acts or omissions do not adversely affect or risk the health and safety of other persons
- comply, so far as the worker is reasonably able, with any reasonable instruction that is given to allow FRNSW to comply with the Act
- co-operate with any reasonable policy or procedure of FRNSW relating to health and safety at the workplace, and
- report all safety incidents to their supervisor immediately and enter them into the incident notification system.

4.3 Other persons

Other persons attending FRNSW workplaces must:

- take reasonable care for their own health and safety
- take reasonable care that their acts or omissions do not adversely affect or risk the health and safety of other persons, and
- comply, so far as the person is reasonably able, with any reasonable instruction that is given by FRNSW workers to allow FRNSW to comply with the Act.

5 Training and support

Information on the Act and this policy will be provided to all workers via email, workplace forums, the Intranet and the CFU Portal.

Tailored training programs will be developed and delivered as appropriate.

6 Monitoring and review

The Executive Leadership Team through line management will monitor and review the activities and undertakings within their area of responsibility to ensure compliance with this policy.

The Health and Safety Branch will monitor the effectiveness of this policy through the review of safety incidents which are reported on the online Notification of Injury, Illness, Exposure or Near Miss (NIIENM) system and through audits conducted as part of the Be Safe Program.

7 Further information

For further information on this policy please contact Health and Safety on (02) 9265 2800.

A [Frequently Asked Questions](#) page is available on the Health and Safety website.

8 Document information

8.1 Related documents

Be Safe Program [Roles and Responsibilities](#) document.

8.2 Document control

Policy Manager	Director Human Resources
Contact Officer	Assistant Director Health and Safety
Contact No	(02) 9265 2829
Document type	Policy
Applies to	<input checked="" type="checkbox"/> Permanent Firefighters <input checked="" type="checkbox"/> Retained Firefighters <input checked="" type="checkbox"/> Community Fire Unit Members <input checked="" type="checkbox"/> Administrative and Trades Staff <input checked="" type="checkbox"/> Contractors and Consultants <input checked="" type="checkbox"/> Other Persons
Status	Approved
Security	Unclassified
File Reference	CHO/00054
Review Date	1 October 2013
Rescinds	In Orders 2010/21, <i>Occupational health and safety policy</i>
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8.3 Revision history

Version	Date	Status	TRIM Ref	Details
01	9 October 2012	Approved	D12/3075	