



# Work health and safety policy

Health and Safety Branch  
**People and Culture Directorate**

Policy no CG10-003  
Version 02 – 13 June 2019

# Contents

<b>1</b>	<b>Purpose .....</b>	<b>3</b>
<b>2</b>	<b>Scope and application .....</b>	<b>3</b>
<b>3</b>	<b>Legal and policy framework .....</b>	<b>3</b>
	3.1 Legal framework .....	3
	3.2 Policy framework .....	3
<b>4</b>	<b>Policy principles .....</b>	<b>4</b>
	4.1 Be Safe HSMS.....	4
<b>5</b>	<b>Roles and responsibilities.....</b>	<b>7</b>
	5.1 The Executive Leadership Team (Commissioner, Deputy Commissioners and Executive Directors).....	7
	5.2 Workers .....	7
	5.3 Director, Work Health and Safety (DWHS) .....	8
<b>6</b>	<b>Training and support .....</b>	<b>8</b>
<b>7</b>	<b>Monitoring and review .....</b>	<b>8</b>
<b>8</b>	<b>Further information.....</b>	<b>8</b>
<b>9</b>	<b>Document information.....</b>	<b>8</b>
	9.1 Related documents.....	8
	9.2 Document control.....	9
	9.3 Revision history .....	9

## 1 Purpose

Fire & Rescue NSW (FRNSW) has a duty of care to ensure the health and safety (H&S) of its people. The most effective way FRNSW can meet its legal duty to manage work health and safety is through the implementation of a health and safety management system (HSMS). This document provides high-level guidance on how the Be Safe HSMS will be executed at different levels of the organisation, across the different areas of operations and support.

## 2 Scope and application

This policy applies to all FRNSW employees and those affected by FRNSW activities. This includes Permanent Firefighters, Retained Firefighters, administrative and trades staff, volunteers, contractors and visitors to FRNSW workplaces.

## 3 Legal and policy framework

### 3.1 Legal 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 \(NSW\)](#)

[Work Health and Safety Regulation 2017 \(NSW\)](#)

[Workplace Injury Management and Workers Compensation Act 1998 \(NSW\)](#)

The overarching or primary duty for FRNSW arises from section 19 of the WHS Act, and necessitates an organisational commitment to:

- *ensuring*, so as far as is reasonably practicable, the health and safety of all workers while they are at work
- *ensuring*, so far as is reasonably practicable, the health and safety of other persons is not put at risk by work carried out by FRNSW

The legal context of this policy is primarily based on the above statutory scheme, providing the foundation for the procedures and other documents which define individual elements of the Be Safe HSMS; however, other legislative instruments, caselaw, Codes of Practice and industry standards can also influence compliance requirements for health and safety.

### 3.2 Policy framework

#### 3.2.1 The Commissioner's Safety Policy Statement

The *Commissioner's Safety Policy Statement* outlines the key objects for the organisation's management of health and safety; endorsing the application of the policy items contained in this document.

#### 3.2.2 FRNSW Health and Safety Plan

The relevant health and safety plan provides the basis for HSMS improvements and the implementation of programs to address key health and safety risks. As such, this

policy and subordinate instruments will provide the framework for achieving the objectives outlined under the plan.

### 3.2.3 ISO<sup>1</sup> 45001 - *Occupational health and safety management systems – Requirements*

To ensure FRNSW's approach to health and safety is aligned with best practice methods, the Be Safe HSMS has been designed in compliance with the ISO 45001 HSMS standard. Both internal and external review processes for the HSMS will ensure the system remains aligned with this standard.

### 3.2.4 FRNSW Risk management policy

The FRNSW [Risk management policy \(CG06-004\)](#), in compliance with the NSW public sector requirements laid down by [Treasury Policy Paper 15-03](#), establishes the organisation's approach to the management of risk. This policy, through the elements of the Be Safe HSMS, specifically Hazard & Risk Management, will provide the framework for the management of FRNSW's health and safety risks in accordance with both higher-level instructions. In doing so, health and safety risk management processes will be aligned with the AS/NZ ISO 31000:2009 standard.

## 4 Policy principles

### 4.1 Be Safe HSMS

The protection of life and the prevention of work-related injury and ill health to workers (and others) are the primary objectives of this policy and subsequently the Be Safe HSMS. This policy sets the foundation for the implementation of a HSMS that will:

- establish the basis for achieving a positive safety culture at FRNSW
- establish the processes by which the organisation will systematically maintain a healthy and safe work environment for its people and others affected by its activities
- establish the processes by which the organisation will fulfil its legal obligations under WHS legislation
- define the structure of the HSMS and how this will interact with other FRNSW processes
- define how the organisation's safety risk profile will be actively managed against the requirements of core functions and activities.
- recognise the key role of consultation between workers, their health and safety representative, unions and management in contributing to a safer and healthier workplace, and
- allocate appropriate human and financial resources to ensure that the health and safety objectives of this policy are achieved.

---

<sup>1</sup> International Standards Organisation.

These principles have been incorporated into the design of the Be Safe HSMS based on seven overarching 'elements', that fall under two H&S policy frameworks (see also Figure 1.):

**Work, Health and Safety Policy** (this document)

1. Safety Leadership & Culture
2. Consultation & Communication
3. Governance & Assurance
4. Hazard & Risk Management
5. Health, Fitness & Wellbeing

**Return to Work Policy and Program (CG10-015)**

6. Rehabilitation & Injury Management
7. Workers' Compensation

Within this structure, H&S frameworks and programs will operate in accordance with subordinate policy, procedure and guideline documentation. This will not only support compliance with ISO 45001, but will also provide the basis for greater assurance that FRNSW is meeting its legal duty to provide a healthy and safe workplace.

## Be Safe Health & Safety Management System

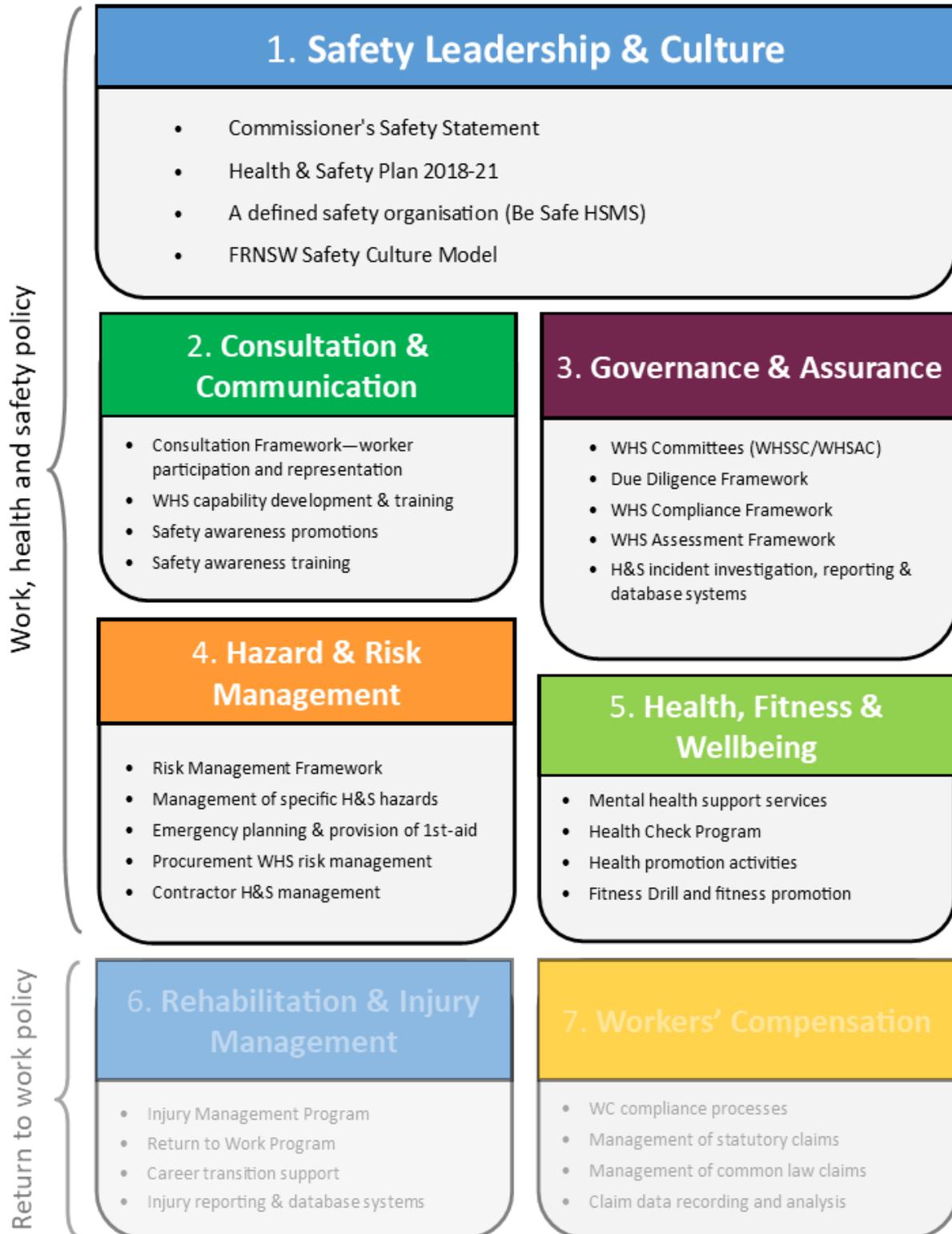


Figure 1: Be Safe HSMS structure.

## 5 Roles and responsibilities

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

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

- Leading a proactive approach to health and safety within FRNSW
- Governing WHS management practices
- Ensuring that risks are eliminated so far as is reasonably practicable or, when it is not reasonably practicable to do so, minimised so far as is reasonably practicable
- Ensuring that FRNSW fulfils its WHS legal duty to staff and those affected by its activity
- Seek assurance within their relevant area that health and safety systems are implemented and effective
- Ensure the organisational conditions exist for workers to be appropriately resourced and trained to conduct their work safely
- Discharging personal Due Diligence duties by:
  - 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
  - Ensuring that FRNSW has, and implements, processes for complying with any duty or obligation of FRNSW under the Act and this policy.

### 5.2 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

- Report all safety incidents to their supervisor immediately and enter them into the online incident notification system.

### 5.3 Director, Work Health and Safety (DWHS)

DWHS has the responsibility for the ongoing development and improvement of the Be Safe HSMS. These responsibilities include:

1. Develop and maintain the policy and procedure necessary to support the HSMS
2. Develop the HSMS as necessary to proactively address H&S hazards and risks
3. Monitor WHS regulatory developments that potentially impact FRNSW
4. Development and maintenance of a WHS assurance and compliance system to ensure that the HSMS remains relevant
5. Partner with duty holders and provide subject matter expertise on health and safety management
6. Allocate Health and Safety Branch (HSB) staff to support points 1 - 5.

## 6 Training and support

Training and information specific to health and safety will be managed through Be Safe HSMS consultation and communication arrangements.

## 7 Monitoring and review

The Executive Leadership Team and other senior leaders will monitor compliance with, and review the effectiveness of, this policy and subordinate instruments primarily through:

- attendance and participation with the Work Health and Safety Steering Committee (WHSSC) or the Work Health and Safety Advisory Committee (WHSAC); and
- the data and information provided by the Be Safe HSMS – Due Diligence Framework.

Health and Safety Branch will monitor the effectiveness of the Be Safe HSMS through review of safety incident data and routine audits.

## 8 Further information

Further information on this policy and the Be Safe HSMS can be obtained through HSB staff on (02) 9265 2800.

## 9 Document information

### 9.1 Related documents

Management (and investigation) of safety incidents policy

Management of safety incidents procedure.

Investigation of safety incidents procedure.

9.2 Document control

<b>Policy Manager</b>	Director Work, Health and Safety
<b>Contact Officer</b>	Manager Strategic Safety
<b>Contact No</b>	(02) 9265 2839
<b>Document type</b>	Policy
<b>Applies to</b>	<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
<b>Status</b>	Approved
<b>Security</b>	Unclassified
<b>File Reference</b>	FRN18/554
<b>Review Date</b>	1 July 2022
<b>Rescinds</b>	Work Health and Safety Policy V1, Commissioner’s Orders 2012/22 & 2015/19
<b>Copyright</b>	© State of New South Wales through Fire and Rescue NSW

9.3 Revision history

Version	Date	Status	HPE RM Ref	Details
02	13/06/2019	Final	D19/44684	Revision approved through WHS Steering Committee