



Australian Government
Department of Agriculture

Health and safety management

Departmental policy



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Purpose

This policy statement outlines the commitment of the Department of Agriculture to the health and safety of its workers and other persons, and outlines the role and responsibilities for those who work for and with us.

Direction to staff

This document is instructional material for the department under its Practice Statement Framework. All staff must comply with it.

Definitions, roles and responsibilities

Term	Definition	Role and responsibilities
Manager	Those persons who have responsibility for supervising or managing other persons in the department. A manager could be someone from an APS 5 level up to a senior executive level.	Managers will comply with the HSMS to assist the department and officers to meet all health and safety obligations
Officer	A person who makes, or participates in making, decisions that affect the whole, or a substantial part, of the business or undertaking. Officers are likely to be: <ul style="list-style-type: none"> the secretary deputy secretaries first assistant secretaries other senior executives that make or participate in making decisions that affect the whole or substantial part of the department. 	Officers have certain duties and obligations as set out in the WHS Act including exercising due diligence to ensure the department complies with its health and safety obligations.
Other persons	Other persons include: <ul style="list-style-type: none"> visitors to a department controlled workplace department workers visiting other workplaces. 	Other persons must take reasonable care to: <ul style="list-style-type: none"> ensure their own health and safety and the safety of others in the workplace comply as far as reasonably able with any reasonable instruction by a person conducting the business.
Workers	Refers to a person who carries out work in any capacity for the department, including work as: <ul style="list-style-type: none"> an employee a contractor or subcontractor an employee of a contractor or subcontractor an employee of a labour hire company who has been assigned to work in the Department an outworker an apprentice or trainee a student gaining work experience a volunteer. 	Workers will take reasonable care to: <ul style="list-style-type: none"> ensure their own health and safety the safety of others in the workplace co-operate with health and safety guidelines, instructional material and procedures comply with any reasonable instruction given in relation to health and safety to enable the department to meet its obligations under the WHS Act comply with any reasonable instruction given in relation to health and safety to enable a third party to meet its obligations under the WHS Act.

Note: WHS responsibilities of people and their positions in the department should be included in the position role profile.

Policy statement

The Department of Agriculture safeguards the health, safety and wellbeing of our people, our visitors and others who work for us and with us. This is a collective responsibility. We all play an important role in building and maintaining a physical and mentally healthy work environment by caring for one another and always putting safety first.

The department demonstrates its commitment to providing a safe workplace for our people and meeting its requirements under the Work Health and Safety Act 2011 (Cth) (WHS Act) by having a Health and Safety Management System (HSMS) compliant with relevant Australian and international standards.

Objective of this policy

This policy outlines our commitment to keeping our people mentally and physically healthy and safe. This commitment demonstrates a culture where we care for our people.

Our commitment

The department is committed to providing a physically and mentally healthy and safe working environment for our people and those that work for us and with us. We do this by:

- establishing a clear policy framework that supports setting health and safety objectives
- building a workplace culture where safety is prioritised and we take care of each other
- taking all reasonably practicable measures to eliminate or, where that is not possible, minimise risks to the physical and mental health, safety and wellbeing of workers using the hierarchy of controls
- providing health and safety training in a variety of formats and wellbeing programs to our people
- focusing on both physical safety as well as mental health and wellbeing
- satisfying applicable legal and other requirements related to work health and safety
- driving continual improvement of health and safety management to enhance the health and safety of its workplaces, support those workers who do become injured/ill and reduce the human and financial costs of injury
- involving workers and other stakeholders in health and safety decision-making processes through consultation and collaboration.

This statement of policy confirms this commitment. Underpinning this policy are detailed processes and procedures.