Work Health and Safety Policy

The Department of Communications (the Department) recognises that the health and safety of our workforce underpins the Department's ability to achieve our strategic goals. This policy statement outlines the Department's commitment to providing a safe and healthy work environment for our employees, contractors (workers), and visitors in accordance with the Work Health and Safety Act 2011(Cth).

The Department is committed to:

- Providing everyone in the workplace with a safe and healthy working environment.
- Providing an effective and accessible Work Health and Safety (WHS) Management System for workers to guide safe work practices.
- A risk management approach in order to consistently identify hazards and implement effective controls to eliminate or minimise risk.
- Adopting a preventative and strategic approach to WHS and using measurable objectives and targets to monitor performance.
- Meaningful consultation processes to ensure all workers are included in the decision-making where there is an impact on WHS.
- Providing workers with information and training on WHS matters as well as safety equipment, safe systems of work and appropriate resources to effectively manage risk.
- The dissemination of WHS information to all workers and visitors to the workplace.
- Providing return to work programs to facilitate safe and durable return to work for staff, where possible, for both work related and non-work related health conditions.
- Promoting dignity and respect in the workplace and taking action to prevent and respond to allegations of bullying or harassment.
- The reporting of incidents so that action can be taken to manage the incident prevent further incidents and provide support where required.
- Establishing appropriate processes to identify, record and monitor workplace conditions under the Department's control.
- Providing a program of continuous improvement to our WHS performance through engaging with industry, new technology and considering changes to WHS Legislation.

Work Health and Safety is everyone's responsibility. Each one of us has a duty to prevent harm to others and ourselves by identifying hazards and managing risks in the workplace. To achieve this, workers at all levels need to be actively engaged in process.

Our SES managers have a duty to allocate adequate resources for WHS and be proactive in ensuring compliance with the WHS Legislation. The Department's WHS Management System provides guidance to assist managers to identify and understand the hazards and risks of the workplace that they are responsible for.

Managers and supervisors all have a very important role in supporting a safety culture through regular communication with workers about WHS matters. By changing unsafe work practices and behaviours and clearly outlining the accepted safety standards in the workplace, Managers are able to

Work Health and Safety Policy

www.communications.gov.au
www.arts.gov.au
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Page 1 of 2

influence workers to value health and safety. Workers also have obligations under the WHS Act to take reason able care for their own health and safety and to ensure that their acts or omissions do not adversely affect the health and safety of others.

The WHS Policy is available to workers and other interested parties, including regulatory authorities, suppliers, contractors and visitors via the Department website and intranet.

The WHS Policy will be reviewed periodically in consultation with workers to ensure it remains relevant and appropriate to the Department's WHS risks and to ensure its effective implementation.

Mike Mrdak AO
Secretary

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Work Health and Safety Policy   www.communications.gov.au   Page 2 of 2
                                                          www.arts.gov.au
                                                          www.classification.gov.au