



Work Health, Safety and Wellbeing Policy

File number:	815/380/027
Policy number:	CGO-PC-009
Maintained by:	People and Culture
Review date:	November 2023
Next review date:	November 2026

Document control

Version	Approved by	Approval date	Revisions
V1	State Librarian	07/08/2012	Revision and technical review due to new Legislation. Replaces Policy HR7.
V2	State Librarian	24/09/2014	Revision to align with Health and Wellbeing Program.
V3	Director, Corporate Services	10/03/2016	Revision of Section 9 to review this policy every three (3) years as identified through audit.
V4	Director, Corporate Governance and Operations	20/05/2019	Technical review. Links and formatting updated.
V5	State Librarian and Chief Executive Officer	10/02/2020	Name change and content removed for 'Wellbeing' matters. Policy to be maintained by FFA and transferred from PPL. Incident flowchart updated.
V6	State Librarian and CEO	15/12/2023	Technical review. Changes reflect further development of Health and Safety management system. The policy has been amended to create one Work, Health, Safety and Wellbeing policy and one procedure document (Incident management). Approved by Library Board of Queensland.

1 Authority

The policy is applied by the authority of the Library Board of Queensland.

2 Responsibilities

Library Board, Executive Leadership Team, Senior Leadership Team and People Leaders within their accountable area are responsible and accountable for the application of the work health, safety and wellbeing policy and to ensure the health, safety and wellbeing management system is implemented in a manner appropriate for the purpose, size and context of the accountable area and the specific nature of the health and safety risks.

All workers and clients at State Library of Queensland are required to demonstrate visible health, safety and wellbeing commitment in accordance with their role, responsibilities and accountabilities.

3 Policy statement

State Library is committed to providing and maintaining a safe and healthy workplace, free from harm for all our workers and clients. The health, safety and wellbeing of our workers and clients is a priority and fundamental to the delivery of our community purpose.

All members of the State Library community, employees, contractors, volunteers and clients, have a collective and individual responsibility to work safely and be engaged in activities to help prevent injury and illness. A shared commitment and combined effort between leadership and community, are essential to ensure effective risk management and the provision of a safe, purposeful, healthy, inclusive and respectful workplace that aligns with our strategic plan, enduring values.

4 Purpose

The work health, safety and wellbeing policy is a set of principles stated as commitments, where State Library outlines the long-term direction of the organisation to support and continually improve health, safety and wellbeing performance and provides a framework for the organisation to set objectives and take action to achieve the intended outcomes of the work health and safety management system.

The policy outlines:

- the organisation's commitment to health, safety and wellbeing
- the responsibilities and accountabilities of State Library workers, which includes all employees, contractors, sub-contractors, consultants, volunteers, work experience students (*Workers*) and clients.

5 Scope

This policy applies to:

- all State Library employees, contractors, sub-contractors, consultants, volunteers, work experience students and clients
- all State Library work environments including, but not limited to, workplaces, work vehicles, work functions, workplace training sessions, online communications, interactions with clients and work-related social functions and events.

6 Definitions

Term	Definition
Hazard	Relates to an event or situation which has not resulted in injury or damage but has the potential to.
Officer	In relation to the <i>Work Health and Safety Act 2011</i> (Qld), an 'Officer' is deemed to be Board members of the Library Board of Queensland, State Librarian CEO (SLCEO) and members of the Executive Leadership Team. Officers are those within a PCBU, that make decisions and participate in decisions that affect the whole or a substantial part of a business or undertaking and have the capacity to significantly affect the financial standing of the business.
PCBU	'Person Conducting a Business or Undertaking' and for the purposes of this policy is the Library Board of Queensland trading as State Library of Queensland and Queensland Library Foundation. The Library Board of Queensland is the governing body of State Library of Queensland and draws its powers from the <i>Libraries Act 1988</i> (Qld). The Library Board has adopted a Code of Conduct which all members uphold.
Reasonably Practicable	In this context, reasonably practicable means that which is, or was at a particular time, reasonably able to be done to ensure health and safety, taking into account and weighing up all relevant matters including: (a) the likelihood of the hazard or the risk concerned occurring (b) the degree of harm that might result from the hazard or the risk (c) what the person concerned knows, or ought reasonably to know, about the hazard or risk, and ways of eliminating or minimising the risk (d) the availability and suitability of ways to eliminate or minimise the risk, and (e) after assessing the extent of the risk and the available ways of eliminating or minimising the risk, the cost associated with available ways of eliminating or minimising the risk, including whether the cost is grossly disproportionate to the risk.
Risk	The likelihood that death, injury or illness may result because of a workplace hazard.
People Leader	Workers responsible for managing or coordinating the activities of other State Library workers.
Workplace	A place where work is carried out for a business or undertaking. This includes any place where a worker goes, or is likely to be, while at work.
Worker	"Worker" is defined in section 7 of the <i>Work Health and Safety Act 2011</i> (Qld) and includes but is not limited to employees, contractors, consultants, subcontractors volunteers and work experience students.

7 Policy requirements

This work health, safety and wellbeing policy shall be developed and reviewed jointly and in consultation with the Executive Leadership Team, Senior Leadership Team, People Leaders and workers.

The work, health, safety and wellbeing commitment statement will be:

- approved, signed and dated by the Library Board Chair, State Librarian and CEO and Chair of the WHS committee, in recognition of the joint contribution and consultation
- permanently displayed at the workplace, in prominent positions likely to come to the attention of our workers and clients
- communicated to all workers and any new workers must be informed of the policy during corporate and team inductions.

8 Officer responsibilities

Each Officer has a non-delegable obligation to exercise due diligence in health and safety in accordance with the *Work Health and Safety Act 2011* (Qld). An Officer of a PCBU must exercise due diligence for work health and safety by complying with applicable WHS legislation, regulations, codes of practice. Officers are required to demonstrate proactive commitment, leadership and drive by:

- acquiring and keeping update with legislative changes and knowledge of State Library health and safety matters
- understanding the operations of the business and the hazards and risks associated with these operations
- ensuring that all workers undertaking State Library operations have, and use, appropriate resources and processes to eliminate or minimise health and safety risks arising from work being done
- ensuring that all workers in State Library operations have appropriate processes in place to respond promptly to information regarding incidents, hazards and risks
- understanding their legislative requirements and implements processes for complying with any duty or obligations under the legislation
- verifying the provisions and use of resources and processes required for compliance.

9 State Library (Person Conducting a Business of Undertaking (PCBU)) Policy Commitment Statement

Under the *Work Health and Safety Act 2011* (Qld), State Library has the responsibility to eliminate risks to the health and safety of its workers and where elimination of risk is not possible, to minimise the risks to as low as reasonably practicable.

To achieve our commitment to providing and maintaining a safe and healthy workplace we will:

- demonstrate leadership and a visible commitment to health, safety and wellbeing in the workplace by delivering on our responsibilities
- promote and embed a positive safety culture of continuous improvement
- comply with the Work Health and Safety legislation, codes of practice and other safety guidance material
- develop and implement health, safety and wellbeing strategies, procedures and guidelines
- continue to build and maintain a workplace that consistently manages any risk to health and safety by eliminating or minimising risks to as low as reasonably practicable
- actively participate in proactive, risk management processes that are consistent with the nature of our activities and the level of health and safety risks
- provide and maintain safe plant, structures and safe systems of work
- ensure the safe use, handling and storage of plant, structures and substances
- provide and ensure access to healthy, safe and purposeful facilities for the welfare of workers and clients
- empower our workers by providing them with the necessary information, training, instruction and supervision to conduct their work in a safe manner
- consult with our workers and clients on matters and proposed changes that impact health, safety and wellbeing

- continue to strive to minimise harm through early and effective incident response and investigation and through the monitoring and review of control measures
- provide early intervention and support for workers with an injury or illness to enhance recovery and encourage a safe and suitable return to work.

10 Library Board of Queensland responsibilities

By exercising due diligence, the Library Board are responsible and accountable to:

- provide clear direction, expectations, oversight and visible leadership through personal actions, recognition, decision making processes and behaviours in support of a safe and healthy workplace
- provide an effective governance structure and framework for work health and safety and workplace injury management, rehabilitation and return to work
- ensure State Library complies with their duties and obligations under *Work Health and Safety Act 2011* (Qld) and *Workers' Compensation and Rehabilitation Act 2003* (Qld) and works to develop, implement and continually improve the work health and safety management system
- ensure health and safety responsibilities and accountabilities are clearly defined and communicated
- exercise due diligence in accordance with State Library systems by ensuring the appropriate resources to establish and maintain a consultative framework for work health and safety.

11 State Librarian and CEO (SLCEO) responsibilities

By exercising due diligence, the State Librarian and CEO is responsible and accountable to:

- provide clear direction, expectations, oversight and visible leadership through personal actions, recognition, decision making processes and behaviours in support of a safe and healthy workplace and safety culture
- provide an effective governance structure and framework for work health and safety and workplace injury management, rehabilitation and return to work
- ensure that State Library complies with their duties and obligations under the *Work Health and Safety Act 2011* (Qld) and the *Workers' Compensation and Rehabilitation Act 2003* (Qld) and works to develop, implement and continually improve work health, safety and wellbeing systems
- ensure health and safety responsibilities and accountabilities are clearly defined and communicated
- ensure that State Library has and uses the appropriate resources and processes to eliminate or minimise risks to health and safety
- ensure State Library has appropriate processes for receiving and considering information regarding incidents, hazards, risks and responding in a timely way to that information
- ensure commitment to exercising due diligence in accordance with State Library systems and ensuring the appropriate resources to establish and maintain a consultative framework for work health and safety
- support timely and effective return to work and rehabilitation programs for injured or ill employees and employee wellbeing programs.

12 Executive Leadership Team (ELT) responsibilities

By exercising due diligence, each ELT member including employees officially acting in that capacity are responsible and accountable to:

- provide clear direction, expectations, oversight and visible leadership through personal actions, recognition, decision making processes and behaviours in support of a safe and healthy workplace
- ensure that State Library complies with duties and obligations under *Work Health and Safety Act 2011* (Qld) and the *Workers' Compensation and Rehabilitation Act 2003* (Qld) and works to develop, implement and continually improve work health, safety and wellbeing systems
- ensure a documented work health and safety management system is available and continuously reviewed and improved, as a way of meeting the work health and safety duties held by State Library
- ensure adequate resources, systems and procedures are developed and implemented to eliminate or minimise risks to as low as reasonably practicable, for health and safety work carried out in their portfolio of responsibility and control
- ensure that State Library has and uses the appropriate resources and processes to eliminate or minimise risks to health and safety to as low as reasonably practicable, and supports workers in fulfilling their work, health and safety
- ensure the appropriate resources are available to establish and maintain a consultative arrangement for work health and safety
- support timely and effective return to work and rehabilitation programs for injured/ill employee and employee wellbeing programs
- actively promote and support a positive health and safety culture.

13 Senior Leadership Team (SLT) responsibilities

By exercising due diligence, each SLT member including staff officially acting in that capacity are responsible and accountable to:

- provide clear direction, expectations, oversight and visible leadership through personal actions, recognition, decision making processes and behaviours in support of a safe and healthy workplace and safety culture within the branches and work areas under their control
- ensure that State Library complies with duties and obligations under *Work Health and Safety Act 2011* (Qld) and the *Workers' Compensation and Rehabilitation Act 2003* (Qld) and works to develop, implement and continually improve work health, safety and wellbeing systems within their areas of responsibility
- ensure that State Library has and uses the appropriate resources and processes to eliminate or minimise risks to health and safety to as low as reasonably practicable, and supports workers in fulfilling their work, health and safety duties
- actively oversee the implementation of the WHS consultative arrangements within State Library in their area of control and with others, where duties are shared with another organisation
- actively promote and support a positive health and safety culture through the use of the appropriate systems, work practices and training
- ensure that the State Library Workplace Rehabilitation Policy and procedures are effectively implemented to enable timely and effective rehabilitation and return to work for any injured or ill employees.
- ensure all People Leaders, within their area of control, understand their health and safety responsibilities and accountabilities and this is reviewed annually.

14 People Leader responsibilities

By exercising due diligence, each People Leader including staff officially acting in that capacity are responsible and accountable to:

- provide clear direction, expectations, oversight and visible leadership through personal actions, recognition, decision making processes and behaviours in support of a safe and healthy workplace within the teams and work areas under their control
- consult with workers and others who are affected or likely to be affected by a health and safety matter
- take all reasonable steps to identify hazards and assess the risks and manage those risks, to eliminate or minimise the risks to as low as reasonably practicable
- take all reasonable steps to ensure the effective implementation of the State Library safety management system, as means of fulfilling the work health and safety duties
- ensure appropriate instruction, training and supervision is provided to all workers, within their area of control, to ensure workers are competent to safely carry out their role and to protect themselves and others from health and safety risks
- ensure and encourage the active reporting of workplace incidents as soon as practicable and in accordance with the State Library incident management procedure and actively participate in the investigation of any incidents
- ensure that the State Library Workplace Rehabilitation Policy and procedures are effectively implemented to enable timely and effective rehabilitation and return to work for any injured or ill employees.

15 Senior Health, Safety and Wellbeing Officer (SHSWO) responsibilities

The SHSWO as a function of the WHSO for a workplace identified in Part 5A *Work Health and Safety Act 2011* (Qld) is responsible to:

- work collaboratively with Officers and key stakeholders to provide technical support and advice on work health and safety matters to effectively assist in discharging officers work health and safety duties
- to identify hazards and risks to health and safety arising from the work carried out at State Library and to report in writing any hazards or risks identified
- in accordance with the State Library incident management procedure, maintain a record of all incidents and relevant investigation documentation and any subsequent recommended corrective actions and follow up
- ensure all incident report forms are triaged, reviewed and distributed to the relevant People Leader for action
- investigate or assist in the investigation of any incident that have occurred to establish causative factors of the incident and where necessary provide advice to people leaders about implementing appropriate controls to eliminate the risk or minimise the risk to as low as reasonably practicable
- report to officers, in writing, any hazard or unsafe work health and safety practice identified during inspections and through the incident management procedure
- establish appropriate educational and training programs in work health and safety
- ensure the review, monitoring and continual improvement of the health and safety management system.

16 Worker responsibilities

Workers are responsible to:

- take reasonable care for their own health and safety and make sure their acts or omissions do not adversely affect the health and safety of themselves and other persons
- ensure they fulfil their work health and safety duties in accordance with the *Work Health and Safety Act 2011* (Qld) and *Worker's Compensation and Rehabilitation Act 2003* (Qld) by complying, so far as they are able, with any reasonable instructions that is given by State Library regarding health, safety, rehabilitation and return-to-work
- immediately inform their people leaders of work-related injury or illness and any cognitive, physical or other impairment that may impact on their fitness for work, including any potential impact on safety of the workplace and other persons
- follow applicable health and safety policies and procedures, including incident management and reporting safety hazards, participating in training, consultative arrangements and other health and safety measures.
- where appropriate, participate in consultation on health and safety matters.

17 Work Health and Safety Committee (WHSC) responsibilities

Members of the WHSC are responsible to:

- provide a consultative forum to facilitate cooperation between State Library and workers to instigate, develop and carrying out measures to ensure the work health and safety of workers
- collaborate with State Library to identify and prioritise health and safety issues, assist to develop plans or procedures and implement, review and update control measures designed to create a safer workplace and positive safety culture
- facilitate co-operation between People Leaders and workers to recommend corrective actions to reduce risks and implement control measures
- consult with and share information with workers within their area of representation.

18 Health and Safety Representatives (HSRs) role

Health and Safety Representatives (HSRs) are entitled to:

- be an active member of the WHS Committee and represent workers on health and safety matters within their areas of representation
- carry out inspections of their area of representation
- attend WHS meetings, report on WHS matters and provide feedback to their area on the outcomes of WHS matters
- be available to consult with other workers and people leaders on any proposed changes to the workplace
- undertake the requirements of WHSRs as defined in the *Work Health and Safety Act 2011* (Qld).

19 Clients and other persons

Any person at the State Library, including clients must:

- take reasonable care of their own health and safety and that of others who may be affected by their actions or omissions

- cooperate with any reasonable action taken by State Library to comply with the WHS duties.

Unreasonable and unacceptable conduct and behaviour from clients including acts of bullying, harassment and violence, is managed in accordance with the State Library's *Responsible Client Conduct Policy*.

20 Essential considerations

Review of these procedures has included consideration of the 23 fundamental human rights protected under the *Human Rights Act 2019* (Qld). When applying these procedures, State Library will act and make decisions in a way that is compatible with human rights and consider all human rights, as required by the *Human Rights Act 2019* (Qld).

21 Risk management and mitigation

Risk	Description of risk	Mitigation management
1	Failure to keep staff and clients safe and well, resulting in injuries and illness.	<p>Maintain a safe workplace which is supported by and compliant with legislation, policies, practices and appropriate resources.</p> <p>Responsible and accountable persons meet their duties under the <i>Work Health and Safety Act 2011</i> (Qld) and <i>Workers' Compensation and Rehabilitation Act 2003</i> (Qld).</p> <p>WHS committee oversight in line with the Terms of reference.</p>

22 References

The Policy is supported by legislation:

- [Work Health and Safety Act 2011 \(Qld\)](#)
- [Work Health and Safety Regulation 2011 \(Qld\)](#)
- [Workers Compensation and Rehabilitation Act 2003 \(Qld\)](#).
- [Workplace Health and Safety Codes of Practice](#)
- [Human Rights Act 2019 \(Qld\)](#)

The policy should be read in conjunction with the following State Library documents:

- [Responsible Client Conduct Policy](#)
- [Responsible Client Conduct Policy-Anzac Square Memorial Galleries](#)
- [Workplace Bullying Sexual Harassment and Violence Policy](#)
- [Risk Management Policy](#)
- [Workplace Rehabilitation Policy](#)
- Incident Management Procedure
- [Incident reporting forms](#)

Other external references:

- [Queensland Public Service Commission Be Healthy, Be Safe, Be Well Framework.](#)
- [AS/NZS ISO 45001-2018 Occupational health and safety management systems- Requirements with guidance for use.](#)

23 Approval

Approved by the Library Board of Queensland on 13 February 2024. **RES/2024/004**

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WORK HEALTH, SAFETY & WELLBEING COMMITMENT STATEMENT

FEBRUARY 2024

A handwritten signature in black ink that reads 'Debbie Best'.

Debbie Best
Chair
Library Board of Queensland

A handwritten signature in black ink that reads 'Vicki McDonald'.

Vicki McDonald AM FALIA
State Librarian and CEO
State Library of Queensland

A handwritten signature in black ink that reads 'J. Hawkins'.

Judith Hawkins
Chair
Work Health and Safety Committee
State Library of Queensland

OUR COMMITMENT

We are committed to providing and maintaining a safe and healthy workplace, free from harm for all our workers and clients. The health, safety and wellbeing of our workers and clients is a priority and fundamental to the delivery of our community purpose.

All members of the State Library community, employees, contractors, volunteers and clients, have a collective and individual responsibility to work safely and be engaged in activities to help prevent injury and illness. A shared commitment and a combined effort between leadership and community are essential to ensure effective risk management and the provision of a safe, purposeful, healthy, inclusive and respectful workplace that aligns with our strategic plan enduring values and strategies.

OUR PLAN

To achieve this commitment, we will:

- demonstrate leadership and a visible commitment to health, safety and wellbeing in the workplace by delivering on our responsibilities
- promote and embed a positive safety culture of continuous improvement
- comply with the *Work Health and Safety legislation*, codes of practice and other safety guidance material
- develop and implement health, safety and wellbeing strategies, procedures and guidelines
- continue to build and maintain a workplace that consistently manages any risk to health and safety by eliminating or minimising risks to as low as reasonably practicable
- actively participate in a proactive, risk management process that is consistent with the nature of our activities and the level of health and safety risks
- provide and maintain safe plant, structures and systems of work
- ensure the safe use, handling and storage of plant, structures and substances
- provide and ensure access to healthy, safe and purposeful facilities for the welfare of workers and clients
- empower our workers by providing them with the necessary information, training, instruction and supervision to conduct their work in a safe manner
- consult with our workers and clients on matters and proposed changes that impact health, safety and wellbeing
- continue to strive to minimise harm through early and effective incident response and investigation and through the monitoring and review of control measures
- provide early intervention and support for workers with an injury or illness to enhance recovery and encourage a safe and suitable return to work

