



Occupational Safety, Health and Wellbeing Policy

May 2016



The Director-General and Corporate Executive are dedicated to maintaining the safety and health of all people associated and affected by our department including employees, contractors, visitors and members of community.

In line with our Occupational Safety and Health (OSH) management plan, the Department of Commerce applies the following principles in all we do:

- **Management commitment** supporting high standards of safety and health, performance and the continual improvement of behaviours and processes.
- Sustaining effective mechanisms for **consultation** between management and employees.
- **Hazard and risk management** ensuring safe work methods and a safe work environment through the reporting, identification, assessment and control of hazards and their associated risks.
- Appropriate **training** and development for managers, employees and contractors, ensuring they are equipped with the knowledge and skills to carry out their duties in a safe manner.
- **Planning** for the establishment and maintenance of essential safety management systems to continuously improve workplace safety and health.
- Clear **accountability** of OSH responsibilities at all levels that cannot be delegated.
- Delivering **wellbeing** initiatives which empower employees to positively influence their health and wellbeing.

The Department of Commerce is committed to:

- Creating a positive safety culture.
- Consulting and co-operating with employees on safety, health and wellbeing issues directly as well as through their Safety and Health Representatives.
- Providing the necessary human, physical and financial resources to achieve safety outcomes.
- Developing key performance indicators that demonstrate we perform above and beyond minimum OSH legislative requirements.
- Achieving continuous improvement through the monitoring and review of measurable targets and objectives and improvement of OSH management systems and initiatives.
- Building an enduring reporting culture where hazards and risks are consistently reported, so that:
 - risks are actively identified, assessed and effectively controlled using the highest level of controls; and
 - investigations can identify root causes and appropriate action taken to prevent recurrences.
- Recognising excellence in safety and health performance.
- Providing support and time to undertake safety and health related tasks.
- Supporting and encouraging employees to participate in a range of health and wellbeing initiatives and activities.

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26 May 2016

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26 May 2016