



# WORK HEALTH AND SAFETY POLICY

Approved 26 April 2017  
Queensland Art Gallery Board of Trustees

## 1. PURPOSE

This policy endorses and the provisions and requirements of the *Work Health and Safety Act 2011* (WHS Act) and outlines how these provisions are applied at the Queensland Art Gallery | Gallery of Modern Art ('the Gallery' or 'QAGOMA').

## 2. SCOPE

This policy applies to all Gallery staff regardless of their employment status, including casuals, contractors, volunteers and members of the Queensland Art Gallery Board of Trustees (the Board) and its committees. It also applies to members of the public visiting the Gallery site.

## 3. POLICY STATEMENT

The Gallery is committed to preventing injuries and illnesses by providing a safe and healthy working environment for all staff, members, clients, volunteers and visitors, and to encouraging a culture of safety.

## 4. DEFINITIONS

The following definitions apply to this document:

**As low as reasonably practicable (ALARP):** this is the standard for controlling WHS risks in the workplace.

**Hazard:** An event or situation which has not resulted in injury or damage but has the potential to do so.

**Officers:** In relation to the WHS Act, Officers are deemed to be the members of the Board of Trustees and the members of the Executive Management Team (EMT), who hold delegated authority.

**Person Conducting a Business or Undertaking (PCBU):** For the purposes of this policy, this is the Queensland Art Gallery | Gallery of Modern Art.

**Relevant work area:**

- any place, or part of a place, used as a workplace; or
- any place adjacent to the place or part associated with the use of the place or part as a workplace (e.g. car park).

**Risk:** The likelihood that death, injury or illness may result because of the hazard.

**Rehabilitation and Return to Work Co-ordinator (RRTWC)**

**Serious Bodily Injury:** an injury to a person that causes:

- the injured person's death;
- the loss of a distinct part of an organ of the injured person's body; or
- the injured person to be absent from work for more than 4 days.

**Supervisor/manager:** Anyone who is responsible for managing or coordinating the activities of other Gallery employees.



**Work Health and Safety Adviser (WHSA):** A trained safety adviser that provides advice to officers including supervisors/managers on safety risk management locally.

**Work Health and Safety Representative (WHSR):** A person elected by a Work Group to undertake safety specific functions and represent their Work Group in health and safety matters

**Work Group:** A group of workers who share a similar work situation that allows the most effective and convenient representation of their health and safety interests.

**Workplace:** A place where work is carried out by a worker, self-employed person or employer for a business or undertaking and includes any place where a worker goes, or is likely to be, while at work.

**Worker:** May include any employee, contractor or subcontractor; an employee of the contractor or subcontractor; employee of a labour hire company; an apprentice or trainee; Board member or Board committee member; and a student gaining work experience or a volunteer, in accordance with the WHS Act.

## 5. POLICY ELEMENTS

### 5.1 OBLIGATIONS

Gallery workers must place their safety above any other business priority.

The Gallery and its workers will, as far as reasonably practicable, also ensure the health and safety of other persons is not put at risk in the conduct of Gallery activities.

Workplace risks will be controlled using a risk management approach that involves:

- identifying and controlling risks to ALARP standard
- having an active WHS Committee that meets every two months and assists the Gallery to ensure its work health and safety obligations
- running regular educational programs that:
  - increase awareness of work health and safety
  - inform the findings of risk assessments
  - train in safe systems of work.
- providing and maintaining safe plant and systems of work
- arrangements that ensure the safe use, handling and storage of plant and substances
- maintaining the workplace in a safe and healthy condition
- providing adequate facilities for the welfare of workers as they relate to health and safety.

## 6. ROLES AND RESPONSIBILITIES

### 6.1 OFFICERS

Each individual member of the Board and EMT has a non-delegable obligation to exercise due diligence in health and safety in accordance with the WHS Act.



Board members and EMT are committed to complying with applicable WHS legislation, regulations and codes of practices, as well as this policy, and are required to demonstrate proactive commitment, leadership and drive to:

- endorse and promote strategies, systems and processes to ensure they acquire and update their knowledge of Gallery health and safety matters
- understand Gallery operations and the hazards and risks associated with these operations
- ensure that all workers undertaking Gallery operations have, and use, appropriate resources and processes to eliminate or minimise health and safety risks arising from work being done
- ensure that all workers in Gallery operations have appropriate processes in place to respond promptly to information regarding incidents, hazards and risks.

## 6.2 WORK HEALTH AND SAFETY ADVISORS

WHSAs will work collaboratively with EMT and key stakeholders to provide specialist advice and support and will also be responsible for:

- establishing appropriate educational programs in work health and safety
- conducting workplace inspections/audits at the workplace to identify hazards and unsafe or unsatisfactory work health and safety conditions and practices
- investigating workplace incidents and seeking to establish probable cause/s of the incident and (if necessary) providing advice to supervisors/managers about implementing appropriate controls to minimise the risk of reoccurrence
- reporting to officers in writing any hazard or unsafe work health and safety practice identified during inspections
- ensuring all Injury/Illness report forms are correctly completed and actioned, and maintain a record of all incidents which includes the original Injury/Illness/Hazard Report forms and a note of actions recommended.

## 6.3 SUPERVISORS/MANAGERS will:

- ensure all workers are informed and have access to relevant WHS and workplace rehabilitation policies, procedures and guidelines
- ensure all workplace incidents are reported to the WHSA as soon as practicable, and recorded accordingly (see Appendix 1)
- provide support to injured/ill workers as appropriate and reasonable in the circumstances
- implement recommended controls to minimise and/or prevent further risk
- ensure the Gallery's *Workplace Rehabilitation Policy and Procedures* are effectively implemented to ensure earliest possible return to the workplace for an injured/ill worker
- ensure all relevant documentation is completed and forwarded to the correct authority



- in accordance with the WHS Act, ensure that all new staff members receive any information, training, instruction or supervision that is necessary to protect all persons from risks to their health and safety arising from work carried out as part of their role.

#### **6.4 WORK HEALTH AND SAFETY REPRESENTATIVES**

WHSRs will, as members of the WHS Committee, act as liaison officers with workers and the WHSA on health and safety matters of concern in the Gallery, and will:

- actively participate as a member of the WHS Committee
- represent their Work Group for all WHS matters
- 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 supervisors on any proposed changes to the workplace
- undertake the requirements of WHSRs as defined in the WHS Act.

#### **6.5 WORK HEALTH AND SAFETY COMMITTEE will:**

- assist the Gallery to identify, prioritise, develop, implement, review and update measures designed to ensure workplace health and safety
- facilitate co-operation between management and workers to implement these measures
- assist in developing WHS standards, rules and procedures for all staff and contractors to follow and comply with.

#### **6.6 WORKERS will:**

- take reasonable care for their own health and safety
- immediately notify their supervisor/manager of injury/illness
- complete appropriate sections of Injury/Illness/Hazard Report form with assistance from either the WHSA or Gallery First Aid Officer and submit relevant leave and medical certification as soon as practicable after an injury/illness
- satisfactorily participate in rehabilitation as soon as practicable after the injury/illness is sustained to ensure early return to work
- comply, so far as the person is reasonably able, with any reasonable instruction that is given by the (PCBU) to allow the PCBU to comply with the WHS Act.

#### **6.7 OTHER PEOPLE AT THE WORKPLACE (INCLUDING MEMBERS OF THE PUBLIC) will:**

- take reasonable care for their own health and safety

- take reasonable care that their acts or omissions do not adversely affect the health and safety of other persons
- comply, so far as the person is reasonably able, with any reasonable instruction that is given by the PCBU to allow the PCBU to comply with the WHS Act.

## 6.8 REPORTING AND RECORDING

An effective reporting and recording system is critical to the success of preventative action. Workers must therefore report an accident/incident resulting in a work-related injury, illness, near miss or potential hazard as outlined in Appendix 1.

Supervisors/managers, WHSAs, WHSRs, and RRTWCs must ensure that all matters relating to WHS, work incidents, and injury/illness management are accurately and effectively recorded to the required standard.

For further advice, or in response to critical matters, contact should be made with the WHSA.

## 7. ADMINISTRATION

### 7.1 RELATED DOCUMENTS

- [Work Health & Safety Act 2011](#)
- [Work Health and Safety Regulation 2011](#)
- [Workplace Health and Safety Queensland Codes of Practice](#)
- [Public Service Act 2008](#)
- QAGOMA:
  - [Workplace Rehabilitation Policy and Procedures](#)
  - [First Aid Procedures](#)
  - [Injury/Illness/hazard report](#) (available on intranet)
  - Injury, Illness, Hazard and Incident Register (held by Protection & Visitor Services)
  - Work Health and Safety Representatives List (held by Protection & Visitor Services)
  - Work Health and Safety Adviser list (held by Protection & Visitor Services)

### 7.2 DOCUMENT OVERSIGHT

<b>Approval authority</b>	Queensland Art Gallery Board of Trustees		
<b>Maintained by</b>	Head, Protection & Visitor Services		
<b>Release</b>	External	<b>File reference</b>	QR/17/7145
<b>Approval date</b>	26 April 2017	<b>Next review by</b>	April 2020

This policy will be reviewed every three years and at other times if any significant new information or legislative or organisational change warrants a change to this document.

### 7.3 DOCUMENT HISTORY

Version	Approved by	Date	Revisions
1.0	Board of Trustees	21 August 2012	
1.1	Corporate Administration Agency (CAA)	10 December 2015	Technical review only. CAA found Policy to be consistent with current legislation.
2.0	Board of Trustees	April 2017	Format update.

### 8. LICENCE



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### 9. APPENDICES

Appendix 1: Work incident reporting process

## APPENDIX 1

### Work incident reporting process

