



Health, Safety and Wellbeing

Management Framework 2011–2015



Our framework

The Director-General and the Executive Management Group (EMG) are committed to the pursuit of high standards of health, safety and wellbeing for our people in the Department of Education and Training (DET). We recognise that safe, healthy and supportive working and learning environments will result from:

- strong workplace health and safety leadership, teamwork and consultation within and between work groups
- individual ownership of health, safety and wellbeing by every person in the department
- the management of health, safety and wellbeing risks
- the integration of health, safety and wellbeing risk management principles into departmental strategic and operational planning and activities
- continuous improvement in health, safety and wellbeing performance.

These factors are critical to our success, not only in ensuring the health, safety and wellbeing of our staff, students, visitors and other stakeholders, but also in:

- meeting the department's strategic objectives
- pursuing the targets of the Queensland Government Safer and Healthier Workplaces Strategy and the *Toward Q2: Tomorrow's Queensland* vision of healthy people supporting a safe and caring community
- ensuring compliance with health, safety, wellbeing and workers compensation and rehabilitation legislation.

To support the achievement of these outcomes, DET has developed this management framework for the planning, implementation, measurement, evaluation, review and improvement of health, safety and wellbeing for our people.

DET will adopt a continuous improvement approach to this framework, and ensure that information and training relating to health, safety and wellbeing hazards, risks and the framework are provided to staff.

The Director-General and the EMG are committed to providing the necessary resources to maintain a robust health, safety and wellbeing management framework, and to achieving our health, safety and wellbeing vision.

Our vision

Our vision for our staff and students is that they become 'healthy people achieving quality educational and training outcomes in safe and supportive working and learning environments'.

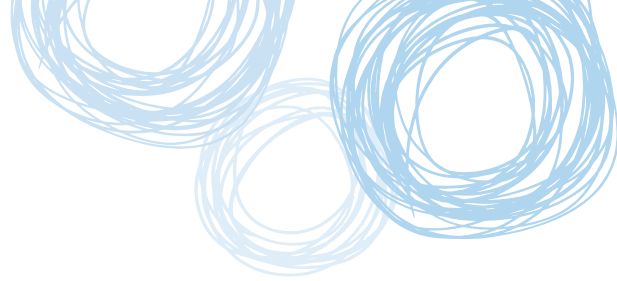
Our culture

The creation of a positive high performing health, safety and wellbeing culture in DET is critical to improving the health, safety and wellbeing of our people and achieving our vision.

Underpinning this culture, DET is committed to a *Zero Harm at Work* philosophy, focused on ensuring no harm to anyone, anytime at work by actively requiring our people to think health, safety and wellbeing at all times, and to automatically apply a zero harm approach in the planning and performance of all workplace activities.

The key to establishing a high performing health, safety and wellbeing culture, underpinned by a *Zero Harm at Work* philosophy, is the preparedness by staff at all departmental workplaces to embrace the following cultural characteristics for health, safety and wellbeing:

- a just and caring approach
- an informed awareness
- a reporting imperative
- a risk aware consciousness
- a learning desire.



Our policy

At the core of our *Health, Safety and Wellbeing Management Framework 2011–2015* is a health, safety and wellbeing policy authorised by the EMG, which clearly states our vision, beliefs and intentions for improving our health, safety and wellbeing performance.

This DET *Health, Safety and Wellbeing Policy Statement* outlines the Director-General's and the EMG's commitment, beliefs, intentions and expectations with respect to the department's health, safety and wellbeing performance, including the setting of health, safety and wellbeing planning objectives and targets.

Our plan

The importance of looking after and valuing our people is identified as a key component of workforce management in the current Workforce Strategic Plan.

The priorities identified in this plan are expanded in the DET *Health, Safety and Wellbeing Strategic Plan 2011–2015*, which sets out departmental expectations with respect to four key areas of focus.

Leadership and commitment

The value of senior management commitment and involvement in improving our health, safety and wellbeing performance cannot be overstated. The attitudes and decisions of senior managers are critical in setting the health, safety and wellbeing priorities of the department, improving safety and injury management systems, and developing health, safety and wellbeing programs and skills that build positive management and worker capabilities.

Knowledge and capacity

DET will adopt a continuous improvement approach to the health, safety and wellbeing knowledge and capacity of our people. We will critically review our existing systems, methods, training delivery and results on a regular basis with a view to identifying areas where information, skills or guidance are lacking and developing initiatives to lift the skills, understanding and performance of our staff in these areas.

Accountability and ownership

While ultimate accountability for departmental health, safety and wellbeing rests with the Director-General, successful implementation of the *Health, Safety and Wellbeing Management Framework 2011–2015*, the creation of a safety culture and the development of a *Zero Harm at Work* philosophy will require that DET identify, allocate, document and communicate accountabilities and responsibilities for health, safety and wellbeing to staff throughout the department, and that all staff understand and accept these responsibilities.

People and partnerships

Due to the breadth and complexity of the health, safety and wellbeing hazards and risks confronting DET, responses or control measures to minimise or nullify these risks will require interaction with various stakeholders regarding the complex needs of the DET workforce.

As people and their knowledge, attitudes and behaviour are critical to developing a robust and high performing health, safety and wellbeing management framework and culture, strong partnerships with internal and external stakeholders will be the key to our success.

In addition, a DET health, safety and wellbeing action plan will set out ongoing health, safety and wellbeing activities that, once implemented, will ensure we are compliant with legislative requirements and improve our workforce productivity.

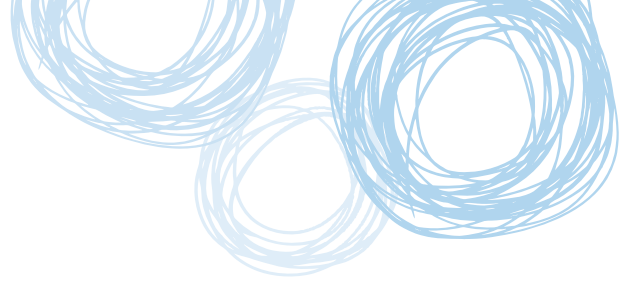
Our responsibilities

The Director-General and EMG are responsible for:

- establishing a clear commitment to the DET vision of, 'healthy people achieving quality educational and training outcomes in safe and supportive working and learning environments' by signing, dating and promulgating the DET *Health, Safety and Wellbeing Policy Statement*.

The Director-General, EMG and senior management are responsible for:

- managing DET compliance with the provisions of health, safety and wellbeing, workers compensation and rehabilitation legislation
- reinforcing our policy commitment and legislative compliance by allocating and communicating the accountabilities of DET employees at all levels for meeting legislative obligations and managing health, safety and wellbeing risks
- creating a health, safety and wellbeing organisational culture in which the highest practicable level of protection for our people and continuous improvement in their health, safety and wellbeing is the accepted paradigm, and health, safety and wellbeing principles are integrated into all departmental activities, decision-making processes and management systems
- ensuring the DET health, safety and wellbeing culture and compliance with legislation are supported through the development, implementation and ongoing maintenance of an integrated health, safety and wellbeing management system, and the provision of sufficient resources to ensure the ongoing effectiveness and continuous improvement of the system
- fostering a robust performance-based health, safety and wellbeing culture by leading and supporting the development of clearly defined and articulated health, safety and wellbeing goals, performance measures and targets at the strategic, specific purpose, operational and individual planning levels
- reinforcing the performance-based culture and striving for continuous improvement by ensuring:
 - annual monitoring and reviews of health, safety and wellbeing strategies and performance measures
 - regular analysis and reporting of departmental health, safety and wellbeing data, including reports to the EMG and Director-General
 - annual assessments and ongoing audits (both internal and external) of business unit and departmental health, safety and wellbeing management systems
 - a triennial internal review of the relevance and effectiveness of the departmental health, safety and wellbeing management system and an annual review and revision, if necessary, of the *Health, Safety and Wellbeing Policy Statement*
- adopting a risk management approach to health, safety and wellbeing by ensuring the development and implementation of procedures for the risk assessment and implementation of control measures relating to:
 - all tasks, plant (including personal protective equipment), purchases, working conditions, procedures or training that are new, recently changed or never previously assessed
 - all hazards identified in the course of ongoing workplace activities, especially curriculum activities, workplace inspections, annual assessments, audits and workplace incident investigations
- ensuring the department has a procedure for effective *Health, Safety and Wellbeing Communication and Consultation* to meet workplace health and safety legislative obligations and facilitate safe, healthy and supportive working and learning environments by openly communicating, prioritising and managing workplace health and safety issues at the local workplace level or, where necessary, referring issues with implications for other departmental workplaces, or that cannot be resolved locally, for attention at the regional or departmental level
- ensuring that staff training needs with respect to relevant legislative requirements, health, safety and wellbeing procedures, the identification of hazards and management of risks, and the provision of safe, healthy and supportive working and learning environments are identified and delivered.



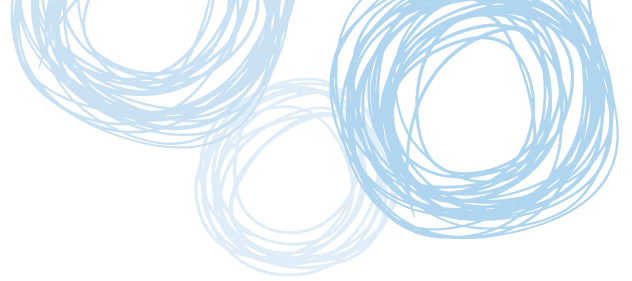
Officers in charge of workplaces including senior executive officers, managers, regional directors, institute directors and principals are responsible for:

- actively promoting a health, safety and wellbeing culture throughout the workplace by modelling the Director-General's commitment, beliefs, intentions and expectations as outlined in the *DET Health, Safety and Wellbeing Policy Statement*, and by ensuring health, safety and wellbeing principles are integrated into all workplace practices, planning activities and decision-making processes
- reinforcing this culture and ensuring compliance with the provisions of relevant legislation by ensuring staff are aware of, understand and comply with:
 - health, safety and wellbeing, workers compensation and rehabilitation legislative obligations
 - principles outlined in this management framework including the policy statement
 - health, safety and wellbeing accountabilities
 - health, safety and wellbeing goals, strategies and targets as outlined in the current Workforce Strategic Plan, the *DET Health, Safety and Wellbeing Strategic Plan 2011–2015*, the proposed DET health, safety and wellbeing action plan and other plans relevant to the workplace
 - responsibilities relating to their role as outlined in health, safety and wellbeing procedures, especially procedures for identifying and managing hazards and risks, reporting and investigating incidents, and implementing corrective actions
- allocating the necessary human, physical and financial resources essential for meeting the requirements of the *Health, Safety And Wellbeing Management Framework 2011–2015*, including strategies, goals and procedures
- ensuring that communication and consultative mechanisms are implemented at the workplace in accordance with the procedure for *Health, Safety and Wellbeing Communication and Consultation*, and actively promoting the engagement of all employees in the consultative process, including health, safety and wellbeing committees and specialist staff
- communicating health, safety and wellbeing accountabilities to all relevant personnel and ensuring performance is reviewed and feedback provided
- identifying health, safety and wellbeing training needs for all staff and volunteers, and providing relevant training, including induction and refresher training, with respect to these needs or as required by legislation
- actively participating, and ensuring participation by staff, in any of the following departmental activities as they relate to the workplace:
 - annual monitoring and reviews of health, safety and wellbeing strategies and performance measures
 - regular analysis and reporting of departmental health, safety and wellbeing data, including reports to the Director-General
 - annual assessments and ongoing audits (both internal and external) of business unit and departmental health, safety and wellbeing management systems
 - a triennial internal review of the relevance and effectiveness of this management framework and an annual review and revision, if necessary, of the *DET Health, Safety and Wellbeing Policy Statement*.

All employees, contractors and volunteers are responsible for:

- promoting a health, safety and wellbeing culture and taking individual ownership of health, safety and wellbeing by:
 - complying with workers' responsibilities as outlined in the health, safety and wellbeing, workers compensation and rehabilitation legislation
 - complying with the requirements of the *DET Health, Safety and Wellbeing Policy Statement*, management framework, planning strategies and performance targets
 - complying with work practices developed to manage risks, including hazard identification, workplace inspection and incident reporting, risk assessment and implementation of control measures
 - actively participating in consultative forums as necessary
 - performing only those tasks for which they are adequately trained and resourced, including the provision of, and training in, any necessary personal protective equipment.

All procedures, plans and additional information relating to matters covered in the *Health, Safety and Wellbeing Management Framework 2011–2015* or *Health, Safety and Wellbeing Policy Statement* can be accessed via the Creating Healthier Workplaces website at www.education.qld.gov.au/health



Our affirmation

The EMG and I are committed to the implementation of the *Health, Safety and Wellbeing Framework 2011–2015*, the creation of a departmental culture that values and supports the health and wellbeing of our staff and students, and the creation of safe and sustainable work and learning environments.

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