

# Work Health and Safety policy



# FRDC

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Managing Director's authorisation:

Effective date: 7 October 2021

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**1. PURPOSE**

To outline the Fisheries Research and Development Corporation’s (FRDC’s) commitment and obligations as they relate to Work Health and Safety (WHS).

**2. RESPONSIBILITY**

Responsibility for this policy resides with the Managing Director.

**3. DEFINITIONS AND ACRONYMS**

Definitions - follow link to [Definitions](#)

Acronyms – follow link to [Acronyms and Abbreviations](#)

**4. RISK CATEGORY**

This policy covers the following risk categories:

Strategic	Reputational	Financial	Service Delivery	Operational	People	Governance
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**5. RELEVANT DOCUMENTATION**

This section contains links to internally and externally facing documents – access to internally facing documents is restricted to FRDC employees.

Relevant documentation
<b>Internal</b>
<a href="#">Building entry, exit and alarm procedure</a>
<a href="#">Code of conduct policy</a>
<a href="#">Employee start and finish procedure</a>
<a href="#">Employees Policy</a>
<a href="#">Mental health and wellbeing policy</a>
<a href="#">Travel policy &amp; procedure</a>
<a href="#">Work Health and Safety (WHS) procedure</a>
<a href="#">Working from home (WFH) checklist (includes WFH risk assessment &amp; cyber security guidelines)</a>
<b>External</b>
<a href="#">Comcare guidelines: Roles and responsibilities</a>
<a href="#">Comcare guidelines: Preventing harm and managing hazards in the workplace</a>
<a href="#">Employee Assistance</a>
<a href="#">Safe Work Australia</a>
<a href="#">Work Health and Safety (WHS) Act 2011</a>
<a href="#">Work Health and Safety (WHS) Regulations 2011</a>

**6. PUBLICATION**

FRDC Website	Yes	Directors’ website	Yes
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## 7. POLICY

The Fisheries Research and Development Corporation (FRDC) is strongly committed to a work health and safety policy that facilitates work activities being carried out safely, and which enables all possible measures to remove (or at least reduce) risks to the health, safety and welfare of its employees, contractors, volunteers, visitors. The FRDC also understands that a work safety culture extends beyond the traditional view of physical injuries sustained from accidents in the workplace to supporting the psychological health and well-being of employees and contractors. This policy should therefore be read in conjunction with the FRDC's [Mental health and well-being Policy](#).

The FRDC is committed to providing a safe and healthy work environment for all employees, volunteers, contractors and visitors through a commitment to actions in line with the [Work Health and Safety Act 2011](#), the [Work Health and Safety Regulations 2011](#), applicable Codes of Practice, and Australian Standards by:

- Providing an environment that promotes and supports the physical and psychological health and wellbeing of employees in the workplace;
- Maintaining a process of continuous improvement of the safety management framework, systems and processes ensuring safety practices are maintained;
- Ensuring staff are appropriately trained and educated in the area of WHS in line with position accountability and responsibilities including individual obligations to personal safety;
- Reflecting WHS expectations within position descriptions, performance development and planning processes;
- Providing facilities, equipment, resources and services to enable employees to perform their role safely;
- Regularly communicating with staff in relation to WHS initiatives and programs that support a workplace health and safety culture.
- Ensuring WHS is an integral part of FRDC management systems and core operations.

### 7.1 Responsibilities of FRDC Officers:

Officers of the FRDC will provide as far as possible:

- a safe working environment
- safe system of work
- plant and substances in safe condition
- facilities for the welfare of workers
- information, instruction, training and supervision that is reasonably necessary to ensure that each worker is safe from injury and risks to health
- a commitment to consult and co-operate with workers in all matters relating to health and safety in the workplace
- a commitment to continually improve the FRDC's WHS performance through effective safety management.

### 7.2 Responsibilities of workers (employees, contractors and volunteers):

Each worker will:

- comply with safe work practices, with the intent of avoiding injury to themselves and others and damage to plant and equipment

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- take reasonable care of the health and safety of themselves and others
- wear personal protective equipment and clothing where necessary
- comply with any direction given by FRDC officers for health and safety
- not misuse or interfere with anything provided for health and safety
- meet health and safety management requirements specified within contractual agreements with the FRDC
- report all accidents and incidents on the job immediately, no matter how trivial
- report all known or observed hazards to their supervisor or manager.

### 7.3 Responsibilities of visitors

Other persons at the workplace have a duty to take reasonable care for their own health and safety and to:

- take reasonable care that their acts or omissions do not adversely affect the health and safety of other persons
- comply, so far as they reasonably can, with any reasonable instruction given by FRDC employees
- agree to enter the premises on the understanding that they have obligations under the [WHS Act 2011](#).

## 8. ATTACHMENTS

#	Description
1	Not applicable





# Work Health and Safety (WHS) policy

Final Audit Report

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