

# WORK HEALTH AND SAFETY POLICY

## DOCUMENT CONTROL

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## **CONTEXT**

1. The *Work Health and Safety Act 2011* requires QPAC to do all that is reasonably practicable to ensure the health and safety of everyone in its workplaces.
2. QPAC is committed to providing and maintaining a safe and healthy environment for all employees, contractors and visitors.

## **PURPOSE**

3. This Policy:
  - (a) outlines the duties imposed upon QPAC, its Officer and Workers under the Act; and
  - (b) sets out how QPAC discharges its work health and safety duties.

## **APPLICATION**

4. This Policy applies to:
  - (a) all Employees; and
  - (b) all persons attending QPAC's Workplaces.

## **OUTLINE OF STATUTORY DUTIES**

5. This is an outline only of the statutory duties. Please consult the Act and the Regulation for further detail and requirements.

## **QPAC**

6. QPAC has duties to ensure, so far as is reasonably practicable:
  - (a) the health and safety of:
    - (i) Workers engaged, or caused to be engaged by QPAC; and
    - (ii) Workers whose activities in carrying out work are influenced or directed by QPAC;  
while those Workers are at work at QPAC;
  - (b) the health and safety of other persons is not put at risk from work carried out as part of the conduct of QPAC's business;
  - (c) that QPAC's Workplaces, the means of entering and exiting the Workplaces and anything arising from the Workplaces are without risks to the health and safety of any person; and
  - (d) that the fixtures, fittings and plant at QPAC's Workplaces are without risks to the health and safety of any person.
7. The duties to ensure health and safety require QPAC:
  - (a) to eliminate risks to health and safety, so far as is reasonably practicable; and
  - (b) if it is not reasonably practicable to eliminate risks to health and safety, to minimise those risks so far as is reasonably practicable.

8. QPAC must, as far as is reasonably practicable, consult with its Workers who are, or are likely to be, directly affected by a matter relating to work health or safety, by:
  - (a) sharing relevant information about the matter with Workers;
  - (b) giving Workers a reasonable opportunity:
    - (i) to express their views and to raise work health or safety issues in relation to the matter; and
    - (ii) to contribute to the decision-making process relating to the matter;
  - (c) taking into account the views of Workers; and
  - (d) advising the Workers consulted of the outcome of the consultation in a timely way.
9. QPAC must allow each member of the WHS Committee to spend the time that is reasonably necessary to attend meetings of the Committee or to carry out functions as a member of the Committee.
10. QPAC must also ensure that its business is conducted in a way that is electrically safe, including (without limitation):
  - (a) ensuring that all electrical equipment used in QPAC's business is electrically safe;
  - (b) ensuring the electrical safety of all persons and property likely to be affected by electrical work undertaken in QPAC's business; and
  - (c) ensuring persons performing work involving contact with, or being near to, exposed parts, are electrically safe.

#### Reportable incidents

11. If a Notifiable Incident occurs, QPAC must:
  - (a) ensure that Workplace Health and Safety Queensland is notified immediately after becoming aware that the incident has occurred; and
  - (b) ensure, so far as is reasonably practicable, that the site where the incident occurred is not disturbed until an inspector arrives at the site or any earlier time that an inspector directs.
12. If a Serious Electrical Incident or Dangerous Electrical Event occurs, QPAC must:
  - (a) ensure that Workplace Health and Safety Queensland and the Electrical Safety Office are notified immediately after becoming aware that the incident or event has occurred; and
  - (b) ensure, so far as is reasonably practicable, that the site where the incident or event occurred is not disturbed until an inspector arrives at the site or any earlier time that an inspector directs.

#### **Officers**

13. Officers have a duty to exercise due diligence to ensure that QPAC complies with its WHS duties and obligations.
14. Due diligence meaning taking reasonable steps to:
  - (a) acquire and keep up-to-date knowledge of WHS matters;

- (b) gain an understanding of the nature of QPAC's operations and generally of the hazards and risks associated with those operations;
- (c) ensure that QPAC has available for use, and uses, appropriate resources and processes to eliminate or minimise risks to health and safety from work carried out as part of QPAC's business;
- (d) ensure that QPAC has appropriate processes for receiving and considering information regarding incidents, hazards and risks and responding in a timely way to that information;
- (e) ensure that QPAC has, and implements, processes for complying with its duties and obligations under the Act; and
- (f) verify the provision and use of the resources and processes mentioned in paragraphs (c) to (e).

### **Workers**

15. While at work, Workers must:

- (a) take reasonable care for their own health and safety;
- (b) take reasonable care that their acts or omissions do not adversely affect the health and safety of other persons;
- (c) comply, so far as they are reasonably able, with any reasonable instruction that is given by QPAC to allow QPAC to comply with the Act; and
- (d) co-operate with any reasonable QPAC policy or procedure relating to health or safety at the Workplace that has been notified to Workers.

### **Persons at QPAC Workplaces**

16. All persons at QPAC Workplaces must:

- (a) take reasonable care for their own health and safety; and
- (b) take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons; and
- (c) comply, so far as they are reasonably able, with any reasonable instruction that is given by QPAC to allow QPAC to comply with the Act.

### **Person in control of electrical equipment**

17. A person who is in control of electrical equipment (other than Extra-Low Voltage electrical equipment) must ensure that the electrical equipment is electrically safe.

### **All duty holders**

18. All duty holders who have a duty in relation to a matter must, so far as is reasonably practicable, consult, cooperate and coordinate activities with all other persons who have a duty in relation to the same matter.

## **POLICY**

### **General**

19. QPAC considers health and safety as its greatest responsibility and vital to the ultimate success of the organisation's operations.
20. Hazards or risks to health and safety will be eliminated or minimised, as far as is reasonably practicable, so as to prevent injury, illnesses and dangerous incidents.
21. QPAC is committed to ensuring a safe and healthy environment for its Employees, Contractors and visitors by:
  - (a) implementing a safety culture; and
  - (b) operating a proactive safety management system.
22. QPAC does this by:
  - (a) complying with all applicable laws, regulations, codes of practice and standards;
  - (b) ensuring all Managers understand QPAC's WHS objectives and demonstrate leadership and commitment in maintaining a safety culture;  
*See paragraphs 31-33 & 46-47 of this Policy*
  - (c) training Managers and Employees to be responsible and accountable for a safe working environment without incidents or injuries;  
*See paragraphs 31-33 & 46-48 of this Policy*
  - (d) assessing risks to ensure safe systems and methods of work are in place;  
*See paragraph 47 of this Policy*
  - (e) ensuring safe plant and equipment are available and used;  
*See paragraph 47 of this Policy*
  - (f) ensuring Employees are competent to carry out tasks requested of them;  
*See paragraph 47 of this Policy*
  - (g) ensuring sufficient Employees and resources are assigned to carry out the tasks safely;  
*See paragraph 47 of this Policy*
  - (h) ensuring WHS documentation is in place and used for all relevant tasks;  
*See paragraphs 23-24 & 46-48 of this Policy*
  - (i) ensuring appropriate lines of accountability and responsibility for WHS issues;  
*See paragraphs 44-51 of this Policy*
  - (j) providing adequate information, instruction, training and supervision to enable Employees, Contractors and visitors to work safely and without risk to their health;  
*See paragraphs 23-24, 31-33 & 46-47 of this Policy*
  - (k) requiring reporting of and investigating all accidents, injuries, hazards, unsafe practices and near misses;  
*See paragraphs 25-26, 46 & 48 of this Policy*
  - (l) establishing measurable objectives and seeking continuous improvement of WHS at QPAC; and

See paragraphs 29-30 & 44-45 of this Policy

- (m) encouraging and respecting contributions from all Employees, Contractors and business partners regarding the improvement of WHS at QPAC.

See paragraph 27 of this Policy

### **Safety Management System**

- 23. QPAC maintains, regularly reviews and implements a Safety Management System, which is available to all Employees:

- (a) via InfoPAC (for permanent Employees);
- (b) from the WHS Noticeboard; and
- (c) from the Human Resources team.

- 24. The Safety Management System comprises:

- (a) this Policy;
- (b) WHS Procedures (relating to organisation-wide systems and processes);
- (c) Safe Work Procedures (relating to specific tasks); and
- (d) other guidelines, instructions and forms

necessary to enable QPAC to meet its obligations under the *Work Health and Safety Act 2011* and the *Electrical Safety Act 2002*.

### **Incident Reporting System**

- 25. QPAC maintains, regularly reviews and implements an Incident Reporting System which provides for:

- (a) reporting of all accidents, injuries, incidents, near misses, work hazards, unsafe practices or other WHS problems;
- (b) reporting of Notifiable Incidents;
- (c) reporting of Serious Electrical Incidents or Dangerous Electrical Events;
- (d) investigation of accidents and other incidents;
- (e) follow up action in relation to accidents and other incidents;
- (f) tracking and reporting of accidents and other incidents;
- (g) receipt of all feedback, contributions and suggestions from Employees and business partners; and
- (h) consideration and, where appropriate, action of feedback, contributions and suggestions.

- 26. All Employees must report any accident, injury, incident, near miss or other WHS problem through the Incident Reporting System immediately.

- 27. QPAC encourages and respects contributions from all Employees, Contractors and business partners regarding the improvement of WHS at QPAC. These may be made through the Incident Reporting System.

## Work Health and Safety Objectives

28. At least annually, the Executive Team recommends to the Chief Executive objectives with measurable performance indicators seeking continuous improvement of QPAC's WHS performance.
29. At least annually the Board, in consultation with the Chief Executive, finalises QPAC's objectives with measurable performance indicators seeking continuous improvement of QPAC's WHS performance.

## Management Reporting

30. Each month, the Associate Director – Human Resources provides a report against the objectives and indicators referred to in paragraph 29 to:
  - (a) the Executive Team; and
  - (b) the Board.

## Communication and Training

31. The Associate Director – Human Resources must ensure that:
  - (a) a 1 page statement of this Policy, in the form attached in **Schedule 1**, is displayed prominently on QPAC staff notice boards; and
  - (b) this Policy is available via InfoPAC.
32. The Associate Director – Human Resources must ensure that:
  - (a) all new Employees are:
    - (i) informed of the existence of this Policy;
    - (ii) required to acknowledge that they have read and understand and agree to comply with this Policy; and
    - (iii) informed of all elements of the Safety Management System relevant to their work; and
  - (b) all Employees:
    - (i) are informed of any updates or amendments to this Policy and any relevant updates or amendments to the Safety Management System; and
    - (ii) have access to adequate instruction and training to enable them to discharge their obligations under this Policy.
33. Any Employee engaging a Contractor to undertake work in QPAC's business must:
  - (a) ensure that the contract between QPAC and the Contractor:
    - (i) attaches this Policy; and
    - (ii) requires the Contractor to comply, and to ensure that its employees undertaking work in QPAC's business comply, with this Policy; and
  - (b) inform the Contractor of all elements of the Safety Management System relevant to their work.

## **Work Health and Safety Committee**

34. QPAC has a WHS Committee to assist QPAC in discharging its WHS obligations.

### Membership

35. The Committee consists of the number of members necessary to enable the Committee to fulfil its functions.

36. The Committee consists of at least 1 member from each QPAC business unit.

37. At least half of the members of the Committee are Employees who have not been nominated by QPAC.

38. At least half the members of the Committee are not Managers.

### Functions

39. The Committee's functions are to:

- (a) facilitate cooperation between QPAC and Employees in instigating, developing and carrying out measures designed to ensure the Employees' health and safety at work;
- (b) assist in developing and reviewing the Safety Management System;
- (c) facilitate consultation on the WHS Policy with Employees and others likely to be regularly affected by QPAC activities (including Contractors and visitors); and
- (d) publicise the existence of WHS policies and procedures through various mediums such as meetings, InfoPAC, notice boards and circulars.

### Meetings

40. The Committee must meet:

- (a) at least once every 3 months; and
- (b) at any reasonable time at the request of at least half of the members of the Committee.

## **Contractors**

41. QPAC requires all Contractors working in QPAC's business to:

- (a) assess risks to ensure safe systems and methods of work are in place;
- (b) ensure safe plant and equipment are used;
- (c) ensuring employees are competent to carry out tasks requested of them;
- (d) ensuring sufficient employees or resources are assigned to carry out the tasks safely;
- (e) induct new employees and provide continued training to employees under their control in relation to safe work methods and practices for regular and new tasks;
- (f) provide overall supervision of matters which could affect the health or safety of employees under their control;
- (g) reporting all accidents, injuries, incidents, near misses, work hazards, unsafe practices or other WHS problems to the Associate Director – Human Resources;

- (h) assist in the investigation of accidents, injuries, incidents, near misses, work hazards, unsafe practices or other WHS problems
- (i) provide overall supervision of matters which could affect the health or safety of QPAC visitors or patrons under their control;
- (j) comply with all WHS legislation, Codes of Practice and International or Australian Standards; and
- (k) comply with this Policy and the Safety Management System.

### Roles and Responsibilities

42. The implementation of the WHS Policy is a management responsibility. The achievement of a safe and healthy environment is also a collective responsibility.

43. The commitment of all Employees is required to ensure the safety of themselves, others in the workplace and the community to the highest possible standard.

	Role	Responsibilities
44.	Board	<ul style="list-style-type: none"> <li>• At least annually, set QPAC's WHS objectives in accordance with paragraph 29 of this Policy.</li> <li>• Monitor QPAC's performance in relation to WHS performance and address any systemic or organisational issues as required.</li> <li>• Ensure it understands QPAC's WHS duties and obligations and actively seek training or support where required.</li> <li>• Ensure QPAC has, and implements, processes for complying with its WHS duties and obligations.</li> <li>• Ensure it understands QPAC's operations and the hazards and risks associated with those operations.</li> <li>• Ensure QPAC has appropriate resources and processes to eliminate or minimise those hazards and risks.</li> </ul>
45.	Executive Team	<ul style="list-style-type: none"> <li>• At least annually, recommend QPAC's WHS objectives to the Board, in accordance with paragraph 28 of this Policy.</li> <li>• Monitor QPAC's performance in relation to WHS performance and address any systemic or organisational issues as required.</li> <li>• Ensure they understand QPAC's WHS duties and obligations and actively seek training or support where required.</li> <li>• Ensure QPAC has, and implements, processes for complying with its WHS duties and obligations.</li> <li>• Ensure they understand QPAC's operations and the hazards and risks associated with those operations.</li> <li>• Ensure QPAC has, and implements, appropriate resources and processes to eliminate or minimise those hazards and risks.</li> </ul> <p><i>See also re "Managers"</i></p>
46.	Associate Director – Human Resources	<ul style="list-style-type: none"> <li>• Ensure the Safety Management System is established, reviewed and implemented in accordance with paragraphs 23-24 of this Policy.</li> <li>• Ensure the Incident Reporting System is established,</li> </ul>

	Role	Responsibilities
		<p>maintained and implemented in accordance with paragraph 25 of this Policy.</p> <ul style="list-style-type: none"> <li>• Ensure the WHS Committee is formed and supported to perform its functions.</li> <li>• Report Notifiable Incidents to Workplace Health and Safety Queensland as required.</li> <li>• Report Serious Electrical Incidents or Dangerous Electrical Events to Workplace Health and Safety Queensland and the Electrical Safety Office as required.</li> <li>• Provide monthly reports to the Executive Team and the Board in accordance with paragraph 30 of this Policy.</li> <li>• Ensure communication of this Policy as required by paragraph 31 of this Policy.</li> <li>• Ensure all Employees receive appropriate instruction and training, in accordance with paragraph 32 of this Policy.</li> <li>• Ensure this Policy is regularly reviewed and updated in accordance with paragraph 53 of this Policy.</li> </ul> <p><i>See also re “Executive Team” and “Managers”</i></p>
47.	Managers	<p><i>Generally:</i></p> <ul style="list-style-type: none"> <li>• Ensure they understand QPAC’s WHS objectives and actively seek training or support where required.</li> <li>• Demonstrate leadership and commitment in maintaining a safety culture by taking all safety issues seriously and dealing with them as a matter of priority.</li> </ul> <p><i>Within their area of accountability:</i></p> <ul style="list-style-type: none"> <li>• Ensure they understand all operations and the hazards and risks associated with those operations.</li> <li>• Ensure hazards to health and safety are removed, or, where this is not practicable, managed so as to prevent injury, illnesses and dangerous events.</li> <li>• Ensure safe systems and methods of work are in place and properly documented within the Safety Management System.</li> <li>• Ensure Employees are competent to carry out their tasks, at the time of recruitment and through instruction or training as required.</li> <li>• Ensure sufficient Employees or resources are assigned to carry out their tasks safely.</li> <li>• Ensure Employees are adequately supervised.</li> <li>• Ensure safe plant and equipment are available and used.</li> </ul> <p><i>See also re “Employees”</i></p>
48.	Employees	<ul style="list-style-type: none"> <li>• Work in a manner which ensures their own and others’ health and safety.</li> <li>• Encourage other Employees to work in a healthy and safe manner.</li> <li>• Familiarise themselves with the elements of the Safety Management System relevant to their work and comply with them.</li> <li>• Participate in WHS induction, instruction and training as</li> </ul>

	<b>Role</b>	<b>Responsibilities</b>
		<p>required.</p> <ul style="list-style-type: none"> <li>• Comply with any reasonable WHS instruction given to them by any Manager in their line of management or the Associate Director – Human Resources.</li> <li>• Report all accidents, injuries, incidents, near misses, work hazards, unsafe practices or other WHS problems in accordance with paragraph 26 of this Policy.</li> <li>• Assist in the investigation of accidents, injuries, incidents, near misses, work hazards, unsafe practices or other WHS problems.</li> <li>• When engaging a Contractor, comply with paragraph 33 of this Policy.</li> </ul>
49.	WHS Committee	See paragraph 39.
50.	Contractors	See paragraph 41.
51.	Persons at a QPAC workplace	See paragraph 16.

## ENQUIRIES

52. If you have any enquiries regarding this Policy, please contact:

- (a) your manager;
- (b) the Associate Director – Human Resources; or
- (c) the Manager – Legal and Governance.

## REVIEW

53. This Policy must be reviewed:

- (a) whenever the Act or other relevant legislation changes;
- (b) whenever there are changes to the Board or Chief Executive or major changes to the organisation; and
- (c) at least every 2 years.

54. The review must include consultation with the Committee.

## DEFINITIONS

<b>Term</b>	<b>Definition</b>
Act	<i>Work Health and Safety Act 2011</i>
Committee	QPAC's Work Health and Safety Committee
Contractor	A person who contracts with QPAC to perform work, other than as an Employee.
Dangerous Electrical Event	Any of the following: <ul style="list-style-type: none"> <li>• the coming into existence of circumstances in which a</li> </ul>

Term	Definition
	<p>person is not electrically safe, if:</p> <ul style="list-style-type: none"> <li>○ the circumstances involve high voltage electrical equipment; and</li> <li>○ despite the coming into existence of the circumstances, the person does not receive a shock or injury;</li> <li>● the coming into existence of both of the following circumstances— <ul style="list-style-type: none"> <li>○ if a person had been at a particular place at a particular time, the person would not have been electrically safe;</li> <li>○ the person would not have been electrically safe because of circumstances involving high voltage electrical equipment;</li> </ul> </li> <li>● an event that involves electrical equipment and in which significant property damage is caused directly by electricity or originates from electricity;</li> <li>● the performance of electrical work by a person not authorised under an electrical work licence to perform the work;</li> <li>● the performance of electrical work by a person if, as a result of the performance of the work, a person or property is not electrically safe;</li> <li>● the discovery by a licensed electrical worker of electrical equipment that has not been marked as required under the <i>Electrical Safety Act 2002</i></li> </ul>
Employees	All QPAC employees, including permanent, temporary casual, full time, part time, variable part time and flexible part time employees
Executive Team	QPAC's Executive Team comprising the Chief Executive, Directors and Associate Directors, or as otherwise constituted from time to time
Extra-Low Voltage	Voltage of 50V or less AC RMS, or 120V or less ripple-free DC
Incident Reporting System	QPAC's Incident Reporting System, established and maintained under paragraph 25 of this Policy.
InfoPAC	QPAC's intranet
Manager	Any Employee with line management responsibility for other Employee/s
Notifiable Incident	<p>Any of the following:</p> <ul style="list-style-type: none"> <li>● the death of a person</li> <li>● a serious injury or illness of a person (as defined in the Act)</li> <li>● a dangerous incident (exposing a person to serious risk; as defined in the Act)</li> </ul> <p>arising out of the conduct of QPAC's business</p>
Officer	A person who makes, or participates in making, decisions that affect the whole, or a substantial part, of QPAC's

<b>Term</b>	<b>Definition</b>
	business (QPAC's Board and Executive Team)
QPAC	Queensland Performing Arts Trust
Regulation	<i>Work Health and Safety Regulation 2011</i>
Safety Management System	QPAC's Safety Management System, established and maintained under paragraph 23 of this Policy.
Serious Electrical Incident	An incident involving electrical equipment if, in the incident: <ul style="list-style-type: none"> <li>• a person is killed by electricity;</li> <li>• a person receives a shock or injury from electricity, and</li> <li>• is treated for the shock or injury by or under the supervision of a doctor; or</li> <li>• a person receives a shock or injury from electricity at high voltage, whether or not the person is treated for the shock or injury by or under the supervision of a doctor</li> </ul>
WHS	Work Health and Safety
Worker	A person who carries out work in any capacity for QPAC, including work as: <ul style="list-style-type: none"> <li>• an Employee;</li> <li>• a Contractor or subcontractor;</li> <li>• an employee of a Contractor or subcontractor;</li> <li>• an employee of a labour hire company who has been assigned to work in QPAC's business;</li> <li>• an outworker;</li> <li>• an apprentice or trainee;</li> <li>• a student gaining work experience; or</li> <li>• a volunteer</li> </ul>
Workplace	A place where work is carried out for QPAC Includes any place where a Worker goes, or is likely to be, while at work

## REFERENCES

<i>Work Health and Safety Act 2011</i>
<i>Work Health and Safety Regulations 2011</i>
<i>Electrical Safety Act 2002</i>
<i>Electrical Safety Regulation 2013</i>
Work Health and Safety Codes of Practice
Australian / New Zealand Standard AS/NZS 4801:2001 Occupational health and safety management systems
Safety Guidelines for the Entertainment Industry (Media Entertainment & Arts Alliance and Australian Entertainment Industry Association)
QPAC's Safety Management System

## SCHEDULE 1: WORK HEALTH AND SAFETY POLICY STATEMENT



### WORK HEALTH AND SAFETY POLICY STATEMENT

QPAC is committed to providing and maintaining a safe and healthy working environment for employees, contractors, customers and visitors.

QPAC considers work health and safety (WHS) as its greatest responsibility and vital to the ultimate success of the organisation's operations. Hazards or risks to health and safety will be eliminated or minimised, as far as is reasonably practicable, so as to prevent injury, illnesses and dangerous incidents.

QPAC meets these requirements by:

- complying with all applicable laws, regulations, codes of practice and standards;
- ensuring all managers understand QPAC's WHS objectives and demonstrate leadership and commitment in maintaining a safety culture;
- training managers and employees to be responsible and accountable for a safe working environment without incidents or injuries;
- assessing risks to ensure safe systems and methods of work are in place;
- ensuring safe plant and equipment are available and used;
- ensuring employees are competent to carry out tasks requested of them;
- ensuring sufficient employees and resources are assigned to carry out the tasks safely;
- ensuring WHS documentation is in place and used for all relevant tasks;
- ensuring appropriate lines of accountability and responsibility for WHS issues;
- providing adequate information, instruction, training and supervision to enable employees, contractors and visitors to work safely and without risk to their health;
- requiring reporting of and investigating all accidents, injuries, hazards, unsafe practices and near misses;
- establishing measurable objectives and seeking continuous improvement of WHS at QPAC; and
- encouraging and respecting contributions from all employees, contractors and business partners regarding the improvement of WHS at QPAC.

The implementation of the Work Health and Safety Policy is a management responsibility. The achievement of a safe and healthy environment is also a collective responsibility. The commitment of all employees is required to ensure the safety of themselves, others in the workplace and the community to the highest possible standard.

Each worker must:

- work in a manner which ensures their own and others' health and safety;
- encourage other employees to work in a healthy and safe manner;
- familiarise themselves with the elements of the Safety Management System relevant to their work and comply with them;
- participate in WHS induction, instruction and training as required;
- comply with all reasonable WHS instructions; and
- report all accidents, injuries, incidents, near misses, work hazards, unsafe practices or other WHS problems.

#### Safety is everyone's responsibility

\_\_\_\_\_  
John Kotzas  
Chief Executive

\_\_\_\_\_  
Date

*Please refer to QPAC's full Work Health and Safety Policy, accessible via InfoPAC.  
Casuals, contractors and visitors who do not have access to InfoPAC may obtain a copy of the Policy upon request.*