

Work Health & Safety Policy



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Policy Statement

This policy affirms the State Library of New South Wales' (the Library) commitment to the health and safety of all workers and visitors on the Library premises. It outlines the legal obligations and responsibilities of the State Library as a Person Conducting a Business or Undertaking (PCBU), its workers and other persons at the workplace as described in the *Work Health and Safety Act 2011 (The Act)*.

Target audience

All State Library of NSW staff (including Executive Committee and people leaders, contractors and volunteers, collectively referred to under the Act as workers) readers and visitors, Audit and Risk Committee and Library Council of NSW members.

Operational requirements

Consultation

The Library recognises the best way to ensure a safe and healthy workplace is for all parties to work together to identify and solve work health and safety (WHS) issues. The Library is therefore committed to regular consultation with workers and their representatives using the agreed WHS consultation arrangements as set out in the Library's Consultation Procedure, to ensure work health and safety management is effective, measured and evaluated.

Responsibilities

The Library Council of NSW

The Library Council of NSW (Council) may be considered a "PCBU" under the Act and therefore Council members may be considered "Officers" of the PCBU. Whilst the Council do not employ staff they have a responsibility for Work Health and Safety matters in relation to assets, facilities and the collection. To meet these responsibilities Council members will;

- receive regular updates on significant changes to WHS legislation and Government Policy
- receive WHS reporting at each Library Council meeting covering identified hazards and or incidents that have occurred.
- be advised of any issues or risks that arise from WHS Management System audits through the Library's framework of regular reporting.

- undertake research into WHS matters that relate to Libraries and cultural institutions
- ensure that an appropriate Health and Safety consultation structure is in place in the Library, to be undertaken by the Executive Committee on behalf of the Council

Audit and Risk Committee

The Audit and Risk Committee reports to the Library Council in relation to risks concerning property/investments as well as risks relating to WHS. They are not considered a PCBU under the Act. Their responsibilities include;

- reviewing and noting WHS reports provided at each Audit and Risk Committee meeting
- Ensuring that the Library has in place an appropriate WHS risk management framework
- Reviewing and monitoring audit reports relating to the effectiveness of the WHS Management System

The Executive Committee

The State Librarian and the Library Executive Committee acknowledge that they have an absolute duty to take all reasonable steps to ensure the health and safety of workers and other persons impacted by the Library or its undertakings. The State Librarian and Library Executive Committee members also acknowledge that they have a primary responsibility for promoting, providing and monitoring the health, safety and welfare of persons and work under their direction. Each level of management is accountable to the one above and responsible for the level(s) below.

The State Librarian will ensure that WHS responsibilities are appropriately defined and that workers receive the training and resources they need to carry out their WHS responsibilities competently.

To meet these objectives, the State Librarian will have systems in place and will delegate responsibilities as follows:

The Executive Committee will:

- ensure that all workplaces managed or controlled by the Library are suitably equipped and maintained to provide for all workers' health and safety while they are at work
- ensure that all current and foreseeable workplace hazards are identified and assessed (including the potential for workplace violence or aggression), and that strategies are implemented to eliminate or control the risks associated with them
- ensure that an appropriate workplace incident and injury reporting system is maintained that will provide the Library with information to help prevent incidents and work related injury or illness occurring in the future
- encourage workers to report any suspected workplace hazard, work related injury or illness affecting themselves or others, at the earliest opportunity without prejudice to any worker
- ensure that investigations are conducted into all incidents and circumstances that may either expose a person to the risk of injury or illness, or result in injury or illness
- provide for the prompt management of injured workers and for their safe and timely recovery at work
- ensure that all contractors and subcontractors engaged to carry out work for the Library understand the safety standards expected of them and meet these standards when carrying out their work
- ensure that suppliers of equipment and substances understand and meet the Library's safety standards

- provide the necessary resources to support its obligations and commitment to this policy.

Officers have a duty of care to provide and maintain, as far as practicable, a working environment and conditions that are safe and without risk to health and safety.

Officers will:

- ensure the Library's WHS procedures are effectively implemented and maintained
- support the provision of necessary information, training and appropriate supervision to workers to enable them to understand and follow safe working procedures
- be made aware of WHS issues on a day to day basis as they arise
- ensure workplace inspections are conducted on a regular basis and corrective actions are implemented
- identify, assess and control hazards
- ensure risk assessments are conducted and controls implemented
- ensure all incidents and accidents are investigated so that corrective action is promptly implemented
- support rehabilitation and recovery at work programs for individual workers
- consult with workers on work health and safety issues
- analyse WHS statistics relevant to the work area.

All workers while at work, regardless of the position they hold, will:

- comply with their obligations under the WHS Act and this policy
- take reasonable care for their own health and safety and that of other people on Library premises, including readers and other visitors
- comply with any reasonable health and safety instruction or direction by an Officer of the PCBU
- report any safety hazard (using the appropriate hazard reporting system), to their immediate supervisor
- comply with WHS procedures
- attend and participate in any training or seminars arranged by the Library that support the WHS objectives of this policy
- report and record all incidents or hazards that may cause injury or illness, including any damage or maintenance requirements affecting plant or the workplace
- engage with Officers to consult on any WHS issues or information
- cooperate in any return to work plan developed for injured workers.

Contractors and sub-contractors will:

- ensure they implement a safe system of work on Library premises
- comply with the Library's WHS policies, programs and procedures
- complete the required induction program
- observe authorised directions in relation to health and safety.

Other persons at the workplace will:

- take reasonable care for his or her own health and safety
- take reasonable care that his or her 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 Library as a PCBU to allow compliance with Act.

Related Key Legislation and Policy

- Work Health and Safety Act 2011
- Work Health and Safety Regulations 2011
- Workers Compensation Amendment Act 2015
- Australian/ New Zealand Standard AS/NZS 4801:2001 Occupational Health and Safety Management Systems.

Definitions

PCBU means a person conducting a business or undertaking whether the person conducts the business or undertaking alone or with others, and whether or not the business or undertaking is conducted for profit or gain.

Officer means a director or person who makes or participates in the decision making of the business or who has the capacity to significantly affect the business' financial standing eg senior or operational management. An officer of a PCBU has a positive duty to exercise 'due diligence' to ensure that the PCBU complies with its safety obligations.

Volunteer Means a person belonging to the Library's volunteer program who is acting on a voluntary basis.

Worker means a person who carries out work in any capacity for a PCBU. A worker includes an employee, apprentice, trainee, contractor, sub-contractor, an employee of a labour hire company, work experience student, outworker and volunteer.

Document history and version control

Version	Date approved	Approved by	Brief description
2.0	29 June 2016	Executive Committee	Update for Library Council Responsibilities
3.0			Review