

Health Safety & Wellbeing Policy

1. Policy Statement

UnitingCare Queensland (UCQ) is committed to ensuring the health, safety and wellbeing (including psychological health) of our employees, contractors, volunteers and others working within or visiting UCQ workplaces.

2. Purpose

This policy establishes a commitment by the CEO to the organisation to maintain safe and healthy workplaces with effective Health, Safety & Wellbeing (HSW) governance.

3. Scope

This policy relates to both physical and psychological health and safety and applies to and encompasses all organisational operations and services and their employees, volunteers and contractors.

4. Principles

1. UCQ accepts this as a demonstrable expression of the UCQ mission and values of the organisation and is crucial to our long-term sustainability.
2. UCQ is committed to fulfilling its work health and safety responsibilities and legal obligations with relevant WHS legislation, through implementing an effective UCQ Health, Safety & Wellbeing Management System that is fully integrated into our management and operational activities.
3. At UCQ, safe means we maintain a psychologically and physically safe place to work aligned with our UCQ values. Workers are empowered to manage risk to an acceptable level whilst maintaining safety for themselves and others. Working safely is a condition of employment and each person is accountable for meeting their health and safety responsibilities. Workers are expected to:
 - a. take reasonable care with their own health and safety, and the safety of those they work with;
 - b. comply with this policy, relevant WHS legislation, organisational safe work instructions, practices, and requirements;
 - c. actively participate in WHS consultation and training, and;
 - d. report relevant WHS matters or concerns.
4. UCQ HSW governance arrangements include risk management, compliance assessments, injury management and recover @ work management, incident reporting, and HSW performance reporting processes to confirm the UCQ HSW management system is effective and performance is monitored.
5. UCQ is committed to establishing measurable objectives and targets and to ensure continual improvement aimed at elimination of work-related injury and illness, and to comply with other requirements placed upon the organisation, or to which the organisation subscribes (in addition to all relevant WHS legislation).
6. All sites to display HSW policy poster to demonstrate commitment to providing a safe workplace.

5. Responsibilities and Requirements

1. Board of Directors: Requires oversight, assurance and confirmation that the HSW Management System is implemented and effectively managing UCQ health, safety & wellbeing risks (including psychosocial risks) to meet WHS due diligence requirements.
2. Chief Executive Officer: Ensures WHS due diligence Officer requirements are met through commitment to sustain effective HSW governance arrangements for the management of HSW risks.
3. Executive Leadership and Senior Leadership: Ensures WHS due diligence and legislative compliance requirements are effectively embedded in their respective areas through governance programs and arrangements, the application of the UCQ HSW Management System and management of HSW risks.
4. Leaders and Staff: are required to operate within the requirements of the HSW Management System and Policy. Guidance can be sought on its application from the Health Safety & Wellbeing team.

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6. Definitions

1. Executive Leader – all leaders reporting directly to the Chief Executive Officer.
2. Officer – Officers make, or participate in making, significant decisions that affect the whole, or a substantial part, of the business, or has the capacity to significantly affect the business' financial standing. Within UCQ the Officers include: Board of Directors, Chief Executive Officer, Executive Leaders and Senior Leaders.
3. Senior Leader – General Manager or equivalent, reports directly to an Executive Leader or Group General Manager.
4. WHS Due Diligence – six specific legislative requirements placed on the Officer(s) as described in the WHS Act Qld;
 - a. to acquire and keep up-to-date knowledge of WHS matters;
 - b. to gain an understanding of the nature of the operations of the business or undertaking of the PCBU and generally of the hazards and risks associated with those operations;
 - c. to ensure that the PCBU 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 the conduct of the business or undertaking;
 - d. to ensure that the PCBU has appropriate processes for receiving and considering information regarding incidents, hazards and risks and responding in a timely way to that information;
 - e. to ensure that the PCBU has, and implements, processes for complying with any duty or obligation the PCBU has under the WHS Act;
 - f. to verify the provision and use of the resources and processes.
5. HSW Governance – includes leadership, accountability, due diligence, decision- making and oversight arrangements contained within the HSW management system and within UCQ business practices and management activities.

7. Context and References

- Work Health and Safety Act & Regulations 2011 Queensland
- Workers' Compensation and Rehabilitation Act 2003
- ISO 45001:2018 Occupational Health and Safety Management Systems
- Managing the risks of Psychosocial Hazards at Work Code of Practice 2022 QLD

8. Related Documents

- WHS Policy Poster