



POLICY – WORK HEALTH & SAFETY (WHS) (AUS)

Document

Document I.D.	DMV-12-17
Responsibility	Managing Director, DMV Consulting
Initial Issue Date	December 2017

Version Control

Issue Date:	Summary of Changes	Review Date
December 2017	Initial	December 2018
December 2018	Review and update	December 2019
December 2019	Review and update	December 2020
December 2020	Review and update	December 2021

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PURPOSE AND SCOPE

The health and safety of its employees, contractors and visitors is of paramount importance to DMV Consulting. The purpose of this policy and procedure is to establish and maintain health and safety of employees and workplaces by:

- a) protecting employees and other persons against harm to their health, safety and welfare through the elimination or minimisation of risks arising from work,
- b) providing for fair and effective workplace representation, consultation, co-operation and issue resolution in relation to work health and safety,
- c) promoting the provision of advice, information, education and training in relation to work health and safety, and
- d) providing a framework for continuous improvement.

This Policy applies to all employees of DMV Consulting. It does not form part of any employee's contract of employment.

The scope of the Work Health and Safety Act 2011 (WHS Act 2011) applies to the workers of DMV Consulting to the extent that a person is a worker and carries out work in any capacity for DMV Consulting.

POLICY

DMV Consulting is committed to providing a work environment and systems of work which comply with all relevant Acts and Regulations governing health and safety. It is the intention of DMV Consulting to ensure, so far as is reasonably practical, that all employees, contractors and visitors are safe from injury and risks to health while at the workplace and/or while undertaking work-related activities.

DMV Consulting is also committed to injury management aimed at the early, safe and sustained return to work of injured employees.

DMV Consulting will meet these commitments by regularly consulting with employees and their representatives, and suppliers of services. Further, DMV Consulting will ensure that responsibilities are appropriately defined and that employees receive the information, training, resources and supervision they require, to competently carry out their responsibilities.

DMV Consulting will take all reasonable care to:

- implement and maintain safe systems of work;
- undertake risk management activities to identify, eliminate and/or manage risks in the work place;
- consult with employees to enhance the effectiveness of this Policy.
- provide appropriate WHS training, information, instruction and supervision for all employees;
- provide adequate resources, including finances, to facilitate the company's WHS responsibilities;

- comply with WHS Legislation, Regulations and relevant Australian Standards.

Duties of DMV Consultants

While at work, a DMV consultant must:

- take reasonable care for his or her own health and safety; and
- take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons; and
- comply, so far as the DMV consultant is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person to comply with WHS Act 2011; and
- co-operate with any reasonable policy or procedure of the person conducting the business or undertaking relating to health or safety at the workplace that has been notified to a DMV consultant.

DMV Consulting will commit the resources required to enable DMV Consulting employees to implement this Policy in order to achieve the WHS statutory and regulatory obligations.

DMV Consulting understands that it is accountable while conducting a business within the Australian Government workplace and that it must ensure that the regulator (Comcare) is notified immediately after becoming aware that a notifiable incident arising out of the conduct of the business has occurred.

The notice must be given in accordance with the WHS Act 2011 and by the fastest possible means and must be given by telephone; or in writing.

DMV Consulting has informed all our consultants of the meanings of a 'notifiable incident' includes:

- the death of a person; or
- a serious injury or illness of a person; or
- a dangerous incident.

WHS Consultation Arrangements

DMV Consulting is committed to a meaningful and effective consultative approach to WHS management. DMV Consulting will consult with employees in implementing safety practices and systems that will ensure the health, safety and welfare of all employees.

The DMV Consulting Work Health and Safety Committee, will be responsible for:

- setting the strategic direction for WHS across DMV Consulting;
- overseeing the implementation of the various legislative requirements across DMV Consulting, as appropriate;
- ensuring the implementation of WHS initiatives;
- keeping the Board members aware of their obligations under the legislation and advising them of any important WHS issues across DMV Consulting; and
- determination of any escalated Work Health and Safety issues across DMV Consulting in terms of dealing with WHS matters which have broader implications.

Risk Assessment and Hazard Identification

Planning for the identification of hazards, assessing risks, controlling risks and reviewing control measures is an essential part of work health and safety management.

Ongoing comprehensive hazard identification and risk assessments will be undertaken for all DMV Consulting operations.

Hazard identification, risk assessment and elimination and control implementation should be done at the planning stage of each project/activity so that

- any foreseeable hazards that may arise in the workplace can be identified; the risk of harm arising from identified hazards can be assessed;
- hazards can be eliminated where possible, or if this is not reasonably practicable, safety controls can be implemented to reduce the risk to as low as reasonably practicable; and
- the effectiveness and efficiency of controls can be monitored and reviewed.

WHS inspections of each work area will be conducted on a quarterly basis and Reports submitted to the DMV Consulting Work Health and Safety Committee. It will be up to each area to determine the most appropriate means of conducting those inspections, in line with their respective consultation arrangements.

Training and Induction

All new employees and contractors will undertake DMV Consulting and/or client specific orientation training prior to starting work. A record of the induction should be kept.

All visitors, volunteers and any other person in the workplace not already with employee or contractor status must be under the direct supervision and responsibility of an employee at all times.

All WHS Committee members must be provided with specific training as set out in the applicable legislation and regulatory requirements pertinent to their location.

All Managers will receive additional training on their responsibilities under this policy.

RESPONSIBILITIES

The **DMV Consulting Board** has ultimate responsibility for the Company's WHS performance, and in particular in providing leadership, support, direction and resources to ensure that the business meets its commitments to Work Health and Safety.

In particular, **Managers** are responsible for ensuring that

- their area of responsibility complies with relevant WHS legislation, regulations and standards and their work area(s) are without risk to health and safety of employees.
- safe systems of work are implemented and used.



- appropriate resources are made available to meet the business' WHS responsibilities; WHS issues are addressed as they arise.
- all hazards and incidents are reported in accordance with legislative requirements and that corrective actions are implemented in a timely manner.
- all employees, contractors and visitors are aware of this policy and procedure and their responsibilities defined herein, and adhere to all safe work procedures.
- WHS consultative & communication mechanisms are established as required; and all employees have undertaken the required WHS induction training as required.

Employees are responsible for

- adhering to all WHS policies and procedures and cooperating with their supervisors in the implementation of the DMV Consulting WHS Management Systems and in other WHS matters in general.
- ensuring that their work area is without risk to the health and safety of themselves and others.
- completing their work in the safest manner possible and performing their activities in a manner that does not risk harm to themselves or others.
- promptly reporting to their supervisor any workplace accidents, incidents and/or hazards; and
- completing all training in WHS as required.

Employee involvement directed at the improvement of DMV Consulting WHS Management Systems or other matters relating to health and safety in general is strongly encouraged.

Contractors while at DMV Consulting will comply with all applicable legislation and regulatory requirements and with the DMV Consulting WHS policies and procedures; and are responsible for taking reasonable care whilst on DMV Consulting property and cooperating with actions taken to protect, the health and safety of themselves and others.

Visitors are required to comply with all DMV Consulting policies while at DMV Consulting and should report all accidents and incidents to the relevant employee contact or manager, y as soon as possible; and in the event of an emergency must follow the emergency evacuation procedures.

The Manager Director of DMV Consulting is accountable for the ongoing development, approval, implementation, awareness and effectiveness of this Policy and the supporting processes and documentation and for ensuring that all relevant managers are made aware of this policy and procedure.

NOTIFY WORKSAFE ACT

[Notify WorkSafe ACT - WorkSafe ACT](#)

If a serious event or dangerous incident (notifiable incident) occurs, a PCBU or whoever is in control must notify WorkSafe ACT by calling us first on:

Business hours: 6207 3000

After hours: 0419120028

After you have spoken with us, you then need to complete a [Notification of incident](#) form and email it back to us at worksafe@worksafe.act.gov.au.

WorkSafe ACT must be notified immediately after you become aware of the incident. If the notifiable incident is a result of more than one business or undertaking, then all business must notify WorkSafe ACT. In these circumstances the duty holders must consult and coordinate to put appropriate reporting and notification arrangements in place.

Within 48 hours of the initial phone call, email or fax, you must notify WorkSafe ACT in writing by completing the **Notification of Incident** form.

DEFINITIONS

<i>Business Unit Manager</i>	Group Manager and/or Business Unit Head of the relevant legal entity (as appropriate to that Division)
<i>Company</i>	DMV Consulting ABN 88 675 004 297, Suite D109, Canberra Technology Park, D215 49 Phillip Avenue WATSON ACT 2602
<i>Employee</i>	A person who carries out work in any capacity for DMV Consulting
<i>Hazard</i>	A source or situation with a potential for harm in terms of human injury or ill health, damage to property, damage to the environment, or a combination of these
<i>Hazard Identification</i>	The process of recognising that a hazard exists & defining its characteristics
<i>Risk</i>	The likelihood of a hazard causing harm and how serious it could be
<i>Risk Assessment</i>	The overall process of estimating the magnitude of risk and deciding whether the risk is tolerable or manageable
<i>Workplace</i>	A place where work is carried out for a business or undertaking and includes any place where a employee goes, or is likely to be, while at work
<i>Work-related activities</i>	This would include any activity related to or emanating from the workplace, e.g. excursions, social events, professional development activities, etc.

REVIEW

This Policy is reviewed annually by Manager Director of DMV Consulting to ensure alignment to appropriate strategic direction and its continued relevance to DMV Consulting's current and planned operations.

REFERENCE DOCUMENTS

Model WHS Legislation

<http://safeworkaustralia.gov.au/Pages/default.aspx>

Model Work Health and Safety Act 2011
Model Work Health and Safety Regulations
Code of Practice