

# **WORK HEALTH SAFETY AND WELLBEING POLICY**

# **DOCUMENT CONTROL**

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#### CONTEXT

- The Work Health and Safety Act 2011(Act) and the Work Health and Safety Regulation 2011 (Regulation) requires QPAC to do all that is Reasonably Practicable to ensure the psychological and physical health, safety and Wellbeing of everyone in its workplaces.
- 2. QPAC is committed to providing and maintaining a safe and healthy environment for all Workers and visitors.

#### **PURPOSE**

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

#### **APPLICATION**

- 4. This Policy applies to:
  - (a) all Workers; 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, safety and Wellbeing 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, safety and Wellbeing 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, safety and Wellbeing of any person; and
  - (d) that the fixtures, fittings and plant at QPAC's Workplaces are without risks to the health, safety and Wellbeing of any person.
- 7. The duties to ensure psychological or physical health, safety and Wellbeing, as far as Reasonably Practicable, requires QPAC:

- (a) to eliminate risks to psychological or physical health, safety and Wellbeing, so far as is Reasonably Practicable; and
- (b) if it is not Reasonably Practicable to eliminate risks to psychological or physical health, safety and Wellbeing, 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 WHSW 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 WHSW duties and obligations.

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- 14. Due diligence meaning taking reasonable steps to:
  - (a) acquire and keep up-to-date knowledge of WHSW 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, safety and Wellbeing 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 psychological and physical health, safety and Wellbeing:
  - (b) take reasonable care that their acts or omissions do not adversely affect the psychological and physical health, safety and Wellbeing 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 psychological and physical health, safety and Wellbeing; and
  - (b) take reasonable care that their acts or omissions do not adversely affect the health, safety and Wellbeing 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.

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#### **POLICY**

#### General

- 19. QPAC considers health, safety and Wellbeing as its greatest responsibility and vital to the ultimate success of the organisation's operations.
- 20. Hazards or risks to health, safety and Wellbeing 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 WHSW objectives and demonstrate leadership and commitment in maintaining a safety culture;
     See paragraphs 31-33 & 49-50 of this Policy
  - (c) training Managers and Employees (and where appropriate other Workers) to be responsible and accountable for a safe working environment; See paragraphs 31-33 & 49-51 of this Policy
  - (d) assessing risks to ensure safe systems and methods of work are in place; See paragraph 50 of this Policy
  - (e) ensuring safe plant and equipment are available and used; See paragraph 50 of this Policy
  - (f) ensuring Workers are competent to carry out tasks requested of them; See paragraph 50 of this Policy
  - (g) ensuring sufficient Workers and resources are assigned to carry out the tasks safely; See paragraph 50 of this Policy
  - (h) ensuring WHSW documentation is in place and used for all relevant tasks; See paragraphs 23-24 & 49-51 of this Policy
  - (i) ensuring appropriate lines of accountability and responsibility for WHSW issues; See paragraphs 47-54 of this Policy
  - (j) providing adequate information, instruction, training and supervision to enable Workers and visitors to work safely and without risk to their health;

    See paragraphs 23-24, 31-33 & 49-50 of this Policy
  - (k) requiring the reporting of and investigating of all safety incidents, accidents, injuries, hazards, unsafe practices and near misses;
     See paragraphs 25-26, 49 & 51 of this Policy
  - (I) establishing measurable objectives and seeking continuous improvement of WHSW at QPAC; and

See paragraphs 29-30 & 47-48 of this Policy

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(m) encouraging and respecting contributions from all Workers, stakeholders and interested parties regarding the improvement of WHSW 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 (and in some instances Workers):
  - (a) via InfoPAC (for full-time and part-time Employees only);
  - (b) from the WHSW Noticeboard; and
  - (c) from the People and Safety team.
- 24. The Safety Management System comprises:
  - (a) this Policy and the statement at Schedule 1:
  - (b) WHSW Procedures (relating to organisation-wide systems and processes)
  - (c) Training and instruction;
  - (d) Safe Work Procedures (relating to specific tasks); and
  - (e) 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 WHSW 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 Workers and business partners; and
  - (h) consideration and, where appropriate, action of feedback, contributions and suggestions.
- 26. All Workers must report any accident, injury, incident, near miss or other WHSW problem through the Incident Reporting System immediately.
- 27. QPAC encourages and respects contributions from all Workers, stakeholders and interested parties regarding the improvement of WHSW at QPAC. These may be made through the Incident Reporting System.

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#### **Work Health Safety and Wellbeing Objectives**

- 28. At least annually, the Executive Team recommends to the Chief Executive objectives with measurable performance indicators seeking continuous improvement of QPAC's WHSW 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 WHSW performance.

# **Management Reporting**

- 30. Each month, the Director Human Resources and Safety provides a report against the objectives and indicators referred to in paragraph 29 to:
  - (a) the Executive Team;
  - (b) Risk Management and Audit Committee; and
  - (c) the Board.

# **Communication and Training**

- 31. The Director Human Resources and Safety must ensure that:
  - (a) a one-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 Director Human Resources and Safety 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 Contractor has access to a copy of this Policy;
  - (b) ensure that the contract between QPAC and the Contractor:
    - (i) is subject to 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

(c) inform the Contractor of all elements of the Safety Management System relevant to their work.

#### **Health and Safety Representatives**

- 34. Some Employees are elected to represent the interests of their fellow Workers from their respective work groups on health and safety matters (**Health and Safety Representatives**).
- 35. Each Health and Safety Representative is elected for a term of three (3) years and plays a key role in the consultation process outlined in the Act.

# **Work Health Safety and Wellbeing Committee**

36. QPAC has a WHSW Committee to assist QPAC in discharging its WHSW obligations.

#### **Membership**

- 37. The Committee consists of the number of Health and Safety Representatives to enable the Committee to fulfil its functions.
- 38. The Committee consists of at least 1 member from each QPAC business unit.
- 39. At least half of the members of the Committee are Employees who have not been nominated by QPAC.
- 40. At least half the members of the Committee are not Managers.
- 41. The Committee is supported by the QPAC Safety Manager who attends all meetings.

# **Functions**

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

#### Meetings

- 43. 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 or the chair of the Committee.

#### **Contractors**

- 44. 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;

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- (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 WHSW problems to QPAC's Safety Manager or the Director – Human Resources and Safety;
- (h) assist in the investigation of accidents, injuries, incidents, near misses, work hazards, unsafe practices or other WHSW 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 WHSW legislation, Codes or Practice and International or Australian Standards; and
- (k) comply with this Policy and the Safety Management System.

# **Roles and Responsibilities**

- 45. The implementation of this Policy is a management responsibility. The achievement of a safe and healthy environment is also a collective responsibility.
- 46. The commitment of all Workers is required to ensure the safety of themselves, others in the workplace and the community to the highest possible standard.

	Role	Responsibilities
47.	Board	At least annually, set QPAC's WHSW objectives in accordance with paragraph 29 of this Policy.
		Monitor QPAC's performance in relation to WHSW performance and address any systemic or organisational issues as required.
		<ul> <li>Ensure it understands QPAC's WHSW duties and obligations and actively seek training or support where required.</li> </ul>
		Ensure QPAC has, and implements, processes for complying with its WHSW duties and obligations.
		Ensure it understands QPAC's operations and the hazards and risks associated with those operations.
		Ensure QPAC has appropriate resources and processes to eliminate or minimise those hazards and risks.
48.	Executive Team	<ul> <li>At least annually, recommend QPAC's WHSW objectives to the Board, in accordance with paragraph 28 of this Policy.</li> <li>Monitor QPAC's performance in relation to WHSW performance and address any systemic or organisational issues as required.</li> <li>Ensure they understand QPAC's WHSW duties and</li> </ul>
		obligations and actively seek training or support where required.

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	Role	Responsibilities
		Ensure QPAC has, and implements, processes for complying with its WHSW duties and obligations.
		<ul> <li>Ensure they understand QPAC's operations and the hazards and risks associated with those operations.</li> </ul>
		<ul> <li>Ensure QPAC has, and implements, appropriate resources and processes to eliminate or minimise those hazards and risks.</li> <li>See also re "Managers"</li> </ul>
49.	Director – Human Resources and Safety	Ensure the Safety Management System is established, reviewed and implemented in accordance with paragraphs
		<ul> <li>23-24 of this Policy.</li> <li>Ensure the Incident Reporting System is established, maintained and implemented in accordance with paragraph 25 of this Policy.</li> </ul>
		Ensure the WHSW Committee is formed and supported to perform its functions.
		Report Notifiable Incidents to Workplace Health and Safety Queensland as required.
		Report Serious Electrical Incidents or Dangerous Electrical Events to Workplace Health and Safety Queensland and the Electrical Safety Office as required.
		Provide monthly reports to the Executive Team and the Board in accordance with paragraph 30 of this Policy.
		<ul> <li>Ensure communication of this Policy as required by paragraph 31 of this Policy.</li> </ul>
		Ensure all Employees receive appropriate instruction and training, in accordance with paragraph 32 of this Policy.
		<ul> <li>Ensure this Policy is regularly reviewed and updated in accordance with paragraph 56 of this Policy.</li> </ul>
		Receive confidential reports into safety breaches or unsafe conditions as part of supporting a safe work environment.  See also re "Executive Team" and "Managers"
50.	Managers	Generally:
	3	Ensure they understand QPAC's WHSW objectives and actively seek training or support where required.
		Demonstrate leadership and commitment in maintaining a safety culture by taking all safety issues seriously and dealing with them as a matter of priority.
		Within their area of accountability:
		<ul> <li>Ensure they understand all operations and the hazards and risks associated with those operations.</li> </ul>
		<ul> <li>Ensure hazards to health, safety and Wellbeing are removed, or, where this is not practicable, managed so as to prevent injury, illnesses and dangerous events as far as is reasonably practicable.</li> </ul>
		<ul> <li>Ensure safe systems and methods of work are in place and properly documented within the Safety Management System.</li> </ul>
		Ensure Employees are competent to carry out their tasks, at the time of recruitment and through instruction or training as

	Role	Responsibilities
		<ul> <li>required.</li> <li>Ensure sufficient Workers or resources are assigned to carry out their tasks safely.</li> <li>Ensure Workers are adequately supervised.</li> <li>Ensure safe plant and equipment are available and used.</li> <li>Investigate safety incidents, with the assistance of QPAC's Safety Unit.</li> <li>Conduct safety risk assessments prior to the introduction or</li> </ul>
		change or any process or introduction of new equipment or materials which may introduce different risks into the work area.  See also re "Employees"
51.	Workers	<ul> <li>Work in a manner which ensures their own and others' health, safety and Wellbeing.</li> <li>Encourage other Workers to work in a healthy and safe manner.</li> <li>Immediately report any incident or hazard they discover.</li> <li>Familiarise themselves with the elements of the Safety Management System relevant to their work and comply with them.</li> <li>Participate in WHSW induction, instruction and training as required.</li> <li>Comply with any reasonable WHSW instruction given to them by any Manager in their line of management or the Director – Human Resources and Safety.</li> <li>Report all accidents, injuries, incidents, near misses, work hazards, unsafe practices or other WHSW 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 WHSW problems.</li> <li>When engaging a Contractor, comply with paragraph 33 of this Policy.</li> </ul>
52.	WHSW Committee	See paragraph 42.
53.	Contractors	See paragraph 44.
54.	Persons at a QPAC workplace	See paragraph 16.

# **ENQUIRIES**

- 55. If you have any enquiries regarding this Policy, please contact:
  - (a) your manager;
  - (b) the Safety Manager;
  - (c) the Director Human Resources and Safety; or
  - (d) General Counsel.

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# **REVIEW**

- 56. 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 three(3) years.
- 57. The review must include consultation with the Committee.

# **DEFINITIONS**

Term	Definition
Act	Work Health and Safety Act 2011
Board Member	a QPAC Board member appointed by the Governor in Council pursuant to section 6 of the Queensland Performing Arts Trust Act 1977
Committee	QPAC's Work Health, Safety and Wellbeing Committee
Contractor	An independent contractor who is engaged by QPAC to perform work under a commercial supplier contract or similar contract.
Dangerous Electrical Event	<ul> <li>Any of the following:</li> <li>the coming into existence of circumstances in which a person is not electrically safe, if: <ul> <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> </ul> </li> <li>the coming into existence of both of the following circumstances— <ul> <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</li> <li>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> </ul>
	<ul> <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>

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Term	Definition	
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, Executive 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	
Health and Safety Representative	See paragraph 34	
Incident Reporting System	QPAC's Incident Reporting System, established and maintained under paragraph 25 of this Policy.	
InfoPAC	QPAC's intranet and related Sharepoint sites.	
Manager	Any Employee with line management responsibility for other Employee/s	
Notifiable Incident	<ul> <li>Any of the following:</li> <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> <li>arising out of the conduct of QPAC's business</li> </ul>	
Officer	A person who makes, or participates in making, decisions that affect the whole, or a substantial part, of QPAC's business (QPAC's Board and Executive Team)	
QPAC	Queensland Performing Arts Trust	
Reasonably Practicable	That which is, or was at a particular time, reasonably able to be done to ensure health, safety and wellbeing, taking into account and weighing up all relevant matters including:  • The likelihood of the hazard or the risk concerned occurring • The degree of harm that might result from the hazard or the risk • What the person concerned knows, or ought reasonably to know, about the hazard or risk, and ways of eliminating or minimising the risk • The availability and suitability of ways to eliminate or minimise the risk • The extent of the risk • The available ways of eliminating or minimising the risk • The cost associated with available ways of eliminating or minimising the risk, including whether the cost is grossly disproportionate to the risk.	
Regulation	Work Health and Safety Regulation 2011	

Term	Definition	
Safety Management System	QPAC's Safety Management System, established and maintained under paragraph 23 of this Policy.	
Serious Electrical Incident	<ul> <li>An incident involving electrical equipment if, in the incident:</li> <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>	
Wellbeing	A dynamic and holistic concept that is facilitated by an individual becoming aware of and actively working towards and maintaining, a healthy and fulfilling life. It encompasses, but is not limited to, physical health, psychological, social and emotional wellbeing, as well as positive lifestyle and environmental factors.	
WHSW	Work Health Safety and Wellbeing	
Worker	<ul> <li>A person who carries out work in any capacity for QPAC, including work as:</li> <li>an Employee;</li> <li>A Board Member;</li> <li>A member of QPAC's Aboriginal and Torres Strait Islander Advisory Group;</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**

Work Health and Safety Act 2011
Work Health and Safety Regulations 2011
Electrical Safety Act 2002
Electrical Safety Regulation 2013
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

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#### SCHEDULE 1: WORK HEALTH SAFETY AND WELLBEING POLICY STATEMENT

**Safety** at Queensland Performing Arts Centre (QPAC) is a strategic imperative with an overriding commitment to the safety and wellbeing of our people (employees, contractors, customers and visitors). Our Safety Strategy does not change and is always supported by our guiding principles, our enabling environment set by leadership and our key safety focus areas.

We commit to providing a safe workplace for our employees, contractors, and visitors so everyone goes home safely every day. At QPAC we believe that every employee is responsible for safety and that management accepts responsibility for the safety performance of their teams. QPAC has no tolerance for deliberate actions and behaviours leading to non-compliance with laws and QPAC policies relating to health, safety and wellbeing.

#### We Value People

We hold health, safety, and wellbeing as a core business value so that everyone finishes work safely each and every day.

We encourage and assist our employees to maintain good personal health, safety, and wellbeing at work and away from work, and participate in the practical provision of rehabilitation programs and employee wellbeing programs.

#### We Work Together

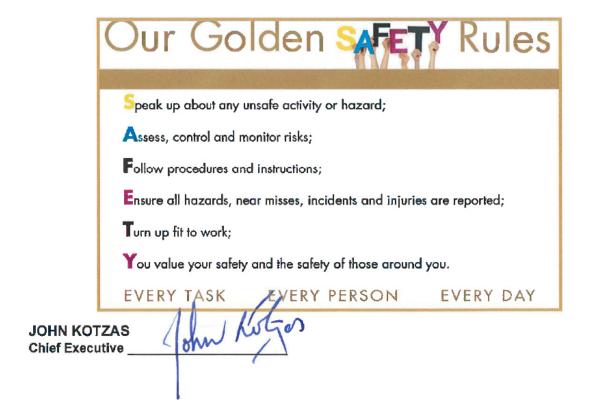
We provide ongoing training to continually develop and maintain the skills necessary to achieve safe work outcomes

We ensure that our consultation processes encourage inclusiveness in any safety matters that may impact our peoples' health, safety, and wellbeing.

#### We Take Responsibility

We set to achieve and openly report our objectives and targets aimed at continual improvement of the health and safety management system.

We control identified workplace hazards through elimination and if this is not possible, we implement controls to minimise risks to all our people so far as reasonably practicable.



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