

**Work Health & Safety (WHS) and Workplace Rehabilitation (WR) Accountabilities and Responsibilities Matrix**

Accountabilities & Due Diligence HR Delegation Level 1 & 2*	Responsibilities HR Delegation Level 3 to 6*	Performance Measures HR Delegation Level 1 to 6*	Specific Requirements All workers**	Divisional Advice and Support Divisional WHS Units	Strategic Direction & Support DCS WHS Unit
<p><b>Accountability</b></p> <p>The DG and ELT must ensure that the Department of Community Safety (DCS) provide sufficient policies, processes and resources to ensure compliance with the <i>Work Health and Safety Act 2011</i> and the <i>Workers' Compensation &amp; Rehabilitation Act 2003</i>.</p> <p>Regional Leadership Management, Managers and Supervisors and the WHS Governance Committee will support ELT to meet this accountability.</p> <p><b>Due Diligence</b></p> <p>Each individual member of ELT has a non-delegable obligation to exercise due diligence in health &amp; safety in accordance with s.27 WHS Act 2011 (<i>duty of officers</i>).</p> <p>ELT members are required to demonstrate proactive commitment, communication, leadership and drive to:</p> <ol style="list-style-type: none"> <li>1. Endorse and promote DCS WHS and WR policies, strategies, systems, processes, consultation and training to ensure they acquire and update their own knowledge of DCS and Divisional WHS and WR matters;</li> <li>2. Understand, review and monitor all DCS and Divisional operations and the WHS hazards and risks associated with these operations;</li> <li>3. Ensure that all workers undertaking DCS and Divisional operations have, and use, appropriate resources and processes to eliminate or minimise WHS risks arising from work being done;</li> <li>4. Ensure that all workers undertaking DCS and Divisional operations have appropriate processes in place to receive and respond promptly to information regarding incidents, hazards and risks; and</li> <li>5. Ensure that all workers undertaking DCS and Divisional operations have, and use, processes for complying with duties or obligations under: <ul style="list-style-type: none"> <li>• <i>Work Health &amp; Safety Act 2011</i>,</li> <li>• <i>Workers Compensation &amp; Rehabilitation Act 2003</i></li> <li>• Other relevant legislation and sub-ordinate legislation</li> <li>• Any relevant Whole of Government Directive.</li> </ul> </li> </ol>	<p><b>Strategic Policy &amp; Divisional Planning</b></p> <p>To implement and promote processes to ensure:</p> <ul style="list-style-type: none"> <li>• All workers are informed and have access to relevant Work Health and Safety (WHS) and Workplace Rehabilitation (WR) policies, procedures, systems and guidelines; and</li> <li>• Performance Plans include WHS and WR accountabilities &amp; responsibilities</li> </ul>	<p><b>Strategic Policy &amp; Divisional Planning</b></p> <ul style="list-style-type: none"> <li>• Demonstrated evidence that specific reference to Work Health and Safety (WHS) and Workplace Rehabilitation (WR) is included in DCS and Divisional Policy and Planning; and</li> <li>• Demonstrated evidence that WHS and WR responsibilities are included into individual Performance Plans.</li> </ul>	<p><b>Legislative requirements</b></p> <p><b>Work Health &amp; Safety Act 2011</b></p> <p>While at work, a worker must—</p> <ul style="list-style-type: none"> <li>• Take reasonable care for his or her own health and safety; and</li> <li>• Take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons; and</li> <li>• Comply, so far as the worker is reasonably able, with any reasonable instruction that is given by a manager or supervisor to allow the person to comply with this Act; and</li> <li>• Co-operate with any reasonable Department or Divisional policy or procedure relating to health or safety at the workplace that has been notified to workers.</li> </ul> <p><b>Workers Compensation &amp; Rehabilitation Act 2003</b></p> <p>A worker who sustains a workplace injury illness must –</p> <ul style="list-style-type: none"> <li>• Participate in workplace rehabilitation in accordance with legislative requirements pursuant to the Workers' Compensation &amp; Rehabilitation Act 2003; and</li> <li>• Actively seek to participate, so far as reasonably practicable, in all workplace rehabilitation and return to work programs.</li> </ul>	<p><b>Divisional Policy &amp; Planning</b></p> <p>To work collaboratively with the Division and key stakeholders, to provide specialist advice on specific Work Health and Safety (WHS) and Workplace Rehabilitation (WR) requirements for inclusion in Divisional, regional and workplace policy and planning processes.</p>	<p><b>Strategic Policy &amp; Planning</b></p> <p>To develop and provide strategic direction, advice and support on DCS Work Health and Safety (WHS) and Workplace Rehabilitation (WR), policies, Management Standards, guidelines and planning in consultation with all Divisions.</p>
	<p><b>Risk Management</b></p> <p>To implement and promote processes to ensure::</p> <ul style="list-style-type: none"> <li>• Work-related hazards and risks are identified, assessed, controlled, monitored and reviewed; and</li> <li>• Appropriate control measures are implemented and maintained to minimise the risk of injury or illness to workers</li> </ul>	<p><b>Risk Management</b></p> <ul style="list-style-type: none"> <li>• Demonstrated evidence that work-related risks are included into DCS and Divisional risk registers; and</li> <li>• Demonstrated evidence that appropriate control measures are implemented and maintained for all identified risks.</li> </ul>		<p><b>Risk Management</b></p> <p>To work collaboratively with the Division and key stakeholders, to provide specialist advice and support on hazard and risk management activities and processes.</p>	<p><b>Risk Management</b></p> <p>To develop and provide strategic direction and support on:</p> <ul style="list-style-type: none"> <li>• DCS systems, Management Standards and guidelines on hazard and risk management; and</li> <li>• Complex, high risk issues that cannot be resolved at a Divisional level.</li> </ul>
	<p><b>Training, Education &amp; Awareness</b></p> <p>To implement and promote processes to ensure:</p> <ul style="list-style-type: none"> <li>• Relevant WHS and WR education, awareness and training programs are included in local training plans and programs</li> <li>• Relevant WHS and WR training, awareness and education programs are delivered.</li> </ul>	<p><b>Training, Education &amp; Awareness</b></p> <ul style="list-style-type: none"> <li>• Demonstrated evidence that relevant WHS and WR education, awareness and training programs are identified and delivered as part of annual DCS and Divisional Planning</li> </ul>		<p><b>Training, Education &amp; Awareness</b></p> <p>To work collaboratively with the Division and key stakeholders, to provide specialist advice on specific WHS and WR training, education and awareness programs for managers and workers</p> <p>(note: programs may be delivered internally or by an external entity depending on the type and nature of the program)</p>	<p><b>Training, Education &amp; Awareness</b></p> <p>To develop and provide strategic direction and support on DCS systems, Management Standards and guidelines on WHS education, awareness and training programs in consultation with all Divisions.</p>
	<p><b>Consultation &amp; Participation</b></p> <p>To implement and promote processes to ensure:</p> <ul style="list-style-type: none"> <li>• DCS, Divisional and local WHS consultation and participation arrangements are established and supported; and</li> <li>• WHS and WR issues raised in consultative forums are recorded and actioned in a timely and effective manner.</li> </ul>	<p><b>Consultation &amp; Participation</b></p> <ul style="list-style-type: none"> <li>• Demonstrated evidence that DCS and Divisional WHS Committees are established and operate in accordance with their Terms of Reference; and</li> <li>• Demonstrated evidence that workers have access and contribute to local health and safety consultative arrangements</li> </ul>		<p><b>Consultation &amp; Participation</b></p> <p>To work collaboratively with the Division and key stakeholders, to provide specialist advice and support on WHS consultation and participation arrangements and processes.</p>	<p><b>Consultation &amp; Participation</b></p> <p>To develop and provide strategic direction and support on:</p> <ul style="list-style-type: none"> <li>• DCS systems, Management Standards and guidelines on WHS consultation and communication arrangements; and</li> <li>• Complex consultative issues that cannot be resolved at a Divisional level.</li> </ul>
	<p><b>Incident &amp; Injury Management</b></p> <p>To implement and promote processes to ensure there is appropriate, timely and ongoing response to:</p> <ul style="list-style-type: none"> <li>• Workplace incidents, injuries and illness;</li> <li>• Injury and illness claims; and</li> <li>• Workplace rehabilitation requirements.</li> </ul>	<p><b>Incident &amp; Injury Management</b></p> <ul style="list-style-type: none"> <li>• Demonstrated evidence that DCS and Divisional management investigate, manage and review all incidents and injuries; and</li> <li>• Demonstrated evidence that DCS and Divisional management instigate and actively participate in workplace rehabilitation (including the establishment and monitoring of graduated return to work plans).</li> </ul>		<p><b>Incident &amp; Injury Management</b></p> <p>To work collaboratively with the Division and key stakeholders, to provide specialist advice and support on incident and injury management processes.</p> <p>(including workplace rehabilitation)</p>	<p><b>Incident &amp; Injury Management</b></p> <p>To develop and provide strategic direction and support on:</p> <ul style="list-style-type: none"> <li>• DCS systems, Management Standards and guidelines on incident and injury management (including workplace rehabilitation); and</li> <li>• Complex incidents, injuries and/or claims that cannot be resolved at a Divisional level</li> </ul>
	<p><b>Employee Support &amp; Wellness</b></p> <p>To implement and promote processes to ensure all employees are informed and made fully aware of Management Standards, policies, procedures and guidelines relating to:</p> <ul style="list-style-type: none"> <li>• Employee support</li> <li>• Employee health and wellbeing.</li> </ul>	<p><b>Employee Support &amp; Wellness</b></p> <ul style="list-style-type: none"> <li>• Demonstrated evidence that employee support initiatives are included in DCS and Divisional plans.</li> <li>• Demonstrated evidence that health and wellbeing initiatives are included in DCS and Divisional plans.</li> </ul>		<p><b>Employee Support &amp; Wellness</b></p> <p>To work collaboratively with the Division and key stakeholders, to promote employee support and wellbeing initiatives.</p> <p>(including employee assistance services)</p>	<p><b>Employee Support &amp; Wellness</b></p> <p>To develop and provide strategic direction and support on:</p> <ul style="list-style-type: none"> <li>• DCS systems, Management Standards and guidelines on employee support and wellbeing; and</li> <li>• Complex employee support and wellbeing initiatives issues that cannot be resolved at a Divisional level</li> </ul>
	<p><b>Performance Reporting</b></p> <p>To implement and promote processes to ensure the appropriate distribution, monitoring and review of WHS and WR Performance and associated reports within the workplace.</p>	<p><b>Performance Reporting</b></p> <ul style="list-style-type: none"> <li>• Demonstrated evidence that relevant WHS and WR Performance Reports are monitored and reviewed by ELT and Divisional management.</li> </ul>		<p><b>Performance Reporting</b></p> <p>To work collaboratively with the Division and key stakeholders, to publish and provide advice and support on Divisional WHS and WR Performance and associated reports.</p>	<p><b>Performance Reporting</b></p> <p>To publish and provide strategic direction and advice on DCS WHS and WR Performance and associated reports in consultation with all Divisions.</p>

\* A person may hold multiple obligations in this matrix e.g. in DCS, members of ELT, managers, and supervisor are also workers under the definition in the Work Health and Safety Act 2011

\*\* A worker, in accordance with Work Health and Safety Act 2011, may include an employee; a contractor or subcontractor; an employee of a contractor or subcontractor; an employee of a labour hire company; an apprentice or trainee; a student gaining work experience; or a volunteer.