

Work Health and Safety Policy

1) Purpose

- a) The AgriFutures Australia Work Health and Safety (WHS) policy seeks to:
 - i) describe AgriFutures Australia's WHS responsibilities and goals, together with its commitment to meeting them
 - ii) enable effective cooperation and consultation between AgriFutures Australia and AgriFutures Australia Workers (as defined below) in relation to the health, safety, and welfare of AgriFutures Australia Workers, including mechanisms for informing Workers, varying the WHS policy and resolving issues about health and safety matters
 - iii) outline the specific WHS roles and responsibilities of AgriFutures Australia supervisors, managers, and Workers
 - iv) outline the legislative basis for WHS risk management, and to provide an overview of the WHS risk management process, together with definitions of relevant terminology
 - v) establish a mechanism for recording WHS risk management activities and subsequent actions
 - vi) outline a process for evaluating the effectiveness of the WHS policy.

2) Background

- a) The Work Health and Safety Act 2011 (WHS Act) came into effect on 1 January 2012, providing national legislation harmonising and replacing the state-based approach which had been in place previously. This policy has been developed in accordance with the requirements of the WHS Act 2011.
- b) AgriFutures Australia is committed to providing a safe and healthy environment for all Workers and visitors to our workplace. AgriFutures Australia recognises that people are the businesses greatest asset and most valuable resource. The goal is that our workplace is free of injury, illness, and disease.
- c) AgriFutures Australia recognises that the continued improvement of WHS management system makes good sense legally, morally and from a business perspective.
- d) Nothing in this policy restricts any rights or obligations under the WHS Act.

3) Definitions

- a) **Dangerous Incident:** A dangerous incident is an incident in the workplace that exposes a Worker or any other person to serious risk to a person's health or safety emanating from an immediate or imminent exposure to a range of events prescribed in the Act (section 37).

- b) **First Aid Injury:** An injury for which first aid is provided by a qualified first aid officer.
- c) **Hazard:** The potential to cause injury or harm (physical or psychological).
- d) **Health and Safety Representative (HSR):** A Worker who is elected by the workers of AgriFutures Australia to represent them in any negotiations with Officers in relation to WHS matters
- e) **Incident/Accident:** An undesirable event which results in harm to people, damage to property or loss to process.
- f) **Injury:** An adverse impact on a staff member's physical or psychological health.
- g) **Lost Time Injury/Disease:** Time lost from work of one day or more because of injury or disease.
- h) **No Lost Time Injury/Disease:** Any injury which is serious enough for the injured person to seek medical attention from a medical practitioner but does not require time off from work.
- i) **Notifiable Incident:** An incident is notifiable if it arises out of the conducted business or undertaking and results in the death, serious injury or serious illness for a person or involves a dangerous incident (section 35 WHS Act; ComCover Guide to Work Health and Safety Incident Notification).
- j) **Officer:** Those who are officers within the meaning of section 9 of the Corporations Act 2001 and for Commonwealth Government, a 'person who makes, or participates in making, decisions that affect the whole, or a substantial part, of a business or undertaking of the Commonwealth'. In this instance, this is taken to include the AgriFutures Australia Board, Managing Director, and the Leadership Team.
- k) **Person Conducting a Business or Undertaking (PCBU):** Replaces the term 'employer' as the primary duty holder (*Work Health and Safety Act 2011*). A legal entity as licensed under the Corporations Act 2001 i.e. AgriFutures Australia.
- l) **Risk:** The probability that a hazard will result in a physical or psychological injury.
- m) **Risk assessment:** The process of deciding how likely it is that a hazard will result in an injury, and how serious it might be.

- n) **Risk control:** The process of selecting and applying measures which will either: eliminate the hazard altogether (risk = 0); or reduce the risk of injury to an acceptable level.
 - o) **Risk monitoring:** The process of checking that the selected risk control measures are effective.
 - p) **Serious Injury or Illness:** An injury or illness is defined as 'serious' when a person:
 - i) Requires immediate treatment as an inpatient in a hospital
 - ii) Receives immediate treatment (including medical) for injuries (administered anywhere), Requires medical treatment within 48 hours of exposure to a substance
 - q) **Prescribed illness:** (WHS Act section 36)
 - r) **WHS Risk Management:** A planned, systematic process for reducing the risk of workplace injury and illness, involving the following four steps: hazard identification; risk assessment; risk control and monitoring and review.
 - s) **Work Related Illness/Disease:** An illness/disease suffered by a Worker which has been caused or aggravated by the working conditions or environment. The effects of a work-related illness/disease may be cumulative and any time lost may not be attributable to a single incident. A work-related illness/disease shall be regarded as a work injury.
 - t) **Worker:** A person who carries out work for AgriFutures Australia, regardless of their employment status (employees, whether permanent, casual, third-party, full time, or part time; contractors, subcontractors, trainees, volunteers, work experience). In this document 'Worker' is used in place of 'employee'.
 - u) **Workplace:** The place where an AgriFutures Australia Worker is undertaking AgriFutures Australia duties, including a worker's home where there is a formal arrangement (including an agreed Individual Flexibility Arrangement or IFA in place) for the person to work at home.
- 4) **Policy Principles**
- a) AgriFutures Australia recognises the importance of its legislative obligations under the WHS Act to prevent work-related injury and illness.
 - b) AgriFutures Australia acknowledge that workplace health and safety hazards can be physical or psychological and that they can derive from both office-based and field-based work environments.

- c) Psychological injuries will be handled in accordance with this policy, the AgriFutures Australia Fitness for Duty and Return to Work policies and the Comcare Guidelines on *Preventing and Managing Psychological Injuries in the Workplace*.
- d) AgriFutures Australia's commitment to workplace health and safety is articulated through this policy and related documents. We will strive to demonstrate this commitment by:
 - i) facilitating open and ongoing consultation with staff and other stakeholders on WHS matters, particularly as part of regular team meetings
 - ii) provide training for AgriFutures Australia 'Officers' in their responsibilities for meeting the due diligence requirements by taking reasonable steps to address the six defined elements outlined in clause (5) of section 27 of the WHS Act.
 - iii) developing and implementing strategies designed to prevent workplace injury, illness, and disease.
 - iv) providing information, training, and supervision to enable AgriFutures Australia Workers to work safely and to meet their responsibilities under the WHS legislation.
 - v) providing safe equipment and instruction on its safe use.
 - vi) promptly responding to any WHS issues or identified workplace hazards.
 - vii) maintaining and reviewing appropriate records relating to workplace health and safety.
 - viii) thoroughly investigating all incidents, injuries and near misses.
 - ix) continuing to improve our WHS management system through regular performance review and evaluation.
- e) Attachment 1 provides a description of the AgriFutures Australia Work Health and Safety Due Diligence Framework. This sets out the six reasonable steps (referred to above) that both Board and Executive Officers are required to take to meet the legislated Due Diligence duties. In broad terms, these reasonable steps are to:
 - i) acquire and keep up-to-date knowledge of work health and safety matters
 - ii) gain an understanding of the nature of the operations of the business or undertaking of the person conducting the business or undertaking and generally of the hazards and risks associated with those operations
 - iii) ensure that the person conducting the business or undertaking 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

- iv) ensure that the person conducting the business or undertaking has appropriate processes for receiving and considering information regarding incidents, hazards and risks and responding in a timely way to that information
- v) ensure that the person conducting the business or undertaking has, and implements, processes for complying with any duty or obligation of the person conducting the business or undertaking under this Act
- vi) verify the provision and use of the resources and processes referred to in paragraphs (c) to (e).
- f) Attachment 2 sets out the actions to be taken by Board and Executive Officers to give effect to the Due Diligence Framework.

5) **Scope**

- a) The policy applies to all AgriFutures Australia Workers (employees, third-party employees, contractors, subcontractors, trainees, volunteers, work experience) and officers (AgriFutures Australia Board Directors, Managing Director and Leadership Team).

6) **Procedures**

a) **Cooperation and Consultation**

- i) This policy has been developed in consultation with AgriFutures Australia Workers.
- ii) Workers are encouraged to discuss WHS issues or concerns with their manager, the General Manager, Corporate or any member of the Leadership Team.
- iii) Variations required to this policy will be made in consultation with staff.
- iv) In consultations relating to WHS, Workers may request that other employees/persons, or an employee organisation, represent them. Employees have the right to request AgriFutures Australia to facilitate the conduct of an election for 1 or more health and safety representatives to represent staff within 14 days of a request to do so.

b) **Dispute Resolution**

AgriFutures Australia will strive to mutually resolve all WHS matters, issues, and concerns. If unable to be resolved, disputes arising from the WHS policy will be resolved in accordance with the Corporation's Issues Resolution Policy.

c) **Right to Raise Issues**

AgriFutures Australia will not prejudice, threaten or dismiss a Worker for raising concerns about a health and safety matter or for providing information to assist an investigation into a health and safety matter.

7) Accountabilities

The Board (Officers)

- a) An officer of the Person Conducting the Business or Undertaking (PCBU, i.e. AgriFutures Australia) must exercise due diligence to ensure that the Corporation complies with its duty of care to all Workers.
- b) Board Members, as Directors of the Corporation, are 'Officers' under the Act. Board members are responsible for determining the policy to be followed in the conduct of the affairs of AgriFutures Australia and assessing the performance of the Managing Director in this aspect of operations (AgriFutures Australia Board Governance Manual).

Leadership Team (Officers)

- c) The Managing Director, General Manager, Research, General Manager, Business Development, General Manager, Communications and Capacity Building, and General Manager, Corporate make up the Leadership Team and are also 'Officers' under the Act and therefore are required to exercise due diligence in providing a safe and healthy work environment for Workers.
- d) The effective management of health and safety risks must be driven from the executive level. The MD has ultimate responsibility for ensuring that health and safety objectives are met by AgriFutures Australia and that it complies with the legislative requirements. The Leadership Team is responsible for:
 - i) Ensuring the effectiveness of AgriFutures Australia's WHS management system
 - ii) Ensuring there is effective consultation with Workers and other stakeholders on workplace health and safety matters
 - iii) Informing the Board about the management of WHS
 - iv) Providing human and financial resources to support an effective WHS management system.
- e) In particular, the General Manager, Corporate has responsibility for:
 - i) managing the organisation-wide WHS responsibilities
 - ii) monitoring and reviewing WHS performance.

The General Manager, Corporate may delegate these responsibilities as appropriate.

Managers and Supervisors

- f) Other AgriFutures Australia managers and supervisors are deemed to be ‘Workers’ under the Act in so far as they are required to work within the WHS due diligence framework established by the Board and Leadership Team. However, they also have a workplace responsibility to ensure that work they supervise is carried out in ways which safeguards the health and safety of their Workers. This responsibility will be achieved by:
 - i) Consulting with their Workers about work health and safety
 - ii) Actively promoting and encouraging positive attitudes towards health and safety
 - iii) Advising Workers about appropriate reporting procedures for WHS incidents and dangerous occurrences
 - iv) Ensuring that their Workers receive adequate training to enable them to understand their WHS responsibilities and to perform their work in a safe and healthy manner
 - v) Ensuring workers have sufficient access to Personal Protective Equipment (PPE) to perform their work in a safe and healthy manner
 - vi) Cooperating with the AgriFutures Australia General Manager, Corporate
 - vii) Acting promptly and positively on health and safety issues which come to their attention.

- g) Managers who organise and participate in Field Trips away from the AgriFutures Australia office (and other staff) are exposed to increased risks and therefore have a responsibility to exercise due diligence in complying with the documented procedures for the planning and execution of Field Trips including:
 - i) Field Work Trip Plan and Risk Assessment
 - ii) Field Trip Plan Checklist

- h) Managers should ensure they have appropriate Personal Protective Equipment (PPE) for anticipated business activities. PPE can be considered in the following categories, based on the type of protection afforded by the equipment:
 - i) Respiratory protection - eg disposable, cartridge, air-line, half or full face
 - ii) Eye protection - for example, spectacles/goggles, shields, visors
 - iii) Hearing protection - for example, earmuffs and plugs
 - iv) Hand protection - for example, gloves and barrier creams
 - v) Foot protection - for example, shoes/boots
 - vi) Head protection - for example, helmets, caps, hoods, hats
 - vii) Working from heights - for example, harness and fall arrest devices
 - viii) Skin protection - for example, hats, sunburn cream, long sleeved clothes

- ix) Other personal protective equipment: This may include PPE for specific tasks such as disposable clothing for working with chemicals, radiation hazards, welding, painting. Examples include lead aprons for x-ray protection; sleeve protectors, aprons, coveralls when using chemicals; leather jackets, trousers, and spats for welding; thermal and cold protective clothing for work near furnaces and cool rooms.

Workers

- i) AgriFutures Australia requires Workers to integrate WHS practices into their business activities and actively support them in doing so.
- j) Every Worker has a duty to ensure that they do not endanger themselves or others through their actions or omissions. In meeting this duty, Workers must:
 - i) Comply with all WHS policies, procedures, and instructions, including emergency and evacuation procedures
 - ii) Make proper use of all equipment provided by AgriFutures Australia
 - iii) Take action to report health and safety hazards, unsafe situations or work procedures, to their supervisor
 - iv) Seek information and advice before carrying out new or unfamiliar work
 - v) Work cooperatively with managers and supervisors to enable them to meet their WHS responsibilities
 - vi) Comply with this WHS policy when working from home under an arrangement formally approved by the Managing Director.
- k) Every worker must ensure they have appropriate Personal Protective Equipment (PPE) for anticipated business activities. Please refer to clause 7(h) for categories of PPE.

8) Health and Safety Representative

- a) Workers have the right to elect a Health and Safety Representative (HSR). This right is enacted when a Worker makes a request for the election of an HSR. If no Worker nominates for the role, all staff will be consulted on WHS matters. The HSR position is a three-year appointment.
- b) Administration and co-ordination of work health and safety is the responsibility of the General Manager, Corporate, who also need to ensure that a Health Safety Representative (HSR) and a backup HSR are nominated and ensure that they will undertake an accredited training course within three (3) months of taking up the appointment. The HSR will consult with the General Manager, Corporate on WHS matters and decisions.

9) Risk Management Procedure

- a) WHS risks are identified in the Risk Register. The risk register is reviewed quarterly by the leadership team and annually by all staff.
- b) The WHS risk management process should be applied in the following circumstances:
 - i) When the introduction of new work practices has potential to impact on the health and safety of Workers and/or stakeholders
 - ii) When changes to existing work practices have potential to impact on health and safety
 - iii) Prior to purchasing new equipment
 - iv) When AgriFutures Australia relocates
 - v) Where complex hazards have been identified that cannot be rectified immediately.

Hazard Identification

- a) Hazard identification is a fundamental first step in managing WHS. Regular, planned hazard identification strategies employed by AgriFutures Australia include:
 - i) Management and team meetings where WHS is a standing agenda item
 - ii) Hazard and incident reports and investigations
 - iii) Analysis of hazard and incident data
 - iv) Reports from Comcare and WHS consultants
 - v) Environmental monitoring (e.g. temperature, air conditioning etc.)
 - vi) Issues raised by Workers
 - vii) Complaints from clients or members of the public
 - viii) Safety alerts from Comcare, WHS Authorities or from industry
 - ix) Safety alerts from suppliers, installers, or manufacturers
 - x) Reports from the WHS Officer

Risk Assessment

- a) Risk assessment involves assessing the likelihood that a hazard will cause an injury, and how serious that injury might be. Risk assessment also involves analysing how often a person will be exposed to the hazard.
- b) Risk assessments will ideally be undertaken by a risk assessment team to improve objectivity, enhance ownership and support implementation.

- c) WHS risk assessments are recorded on the Risk Register by the WHS Officer in consultation with the General Manager, Corporate.
- d) Risks are assessed using a WHS Risk Assessment Matrix (see below).
- e) Health and safety risks that are classified as “extreme” risks should receive the immediate attention of the Managing Director or another member of the Leadership Team. Health and safety risks that are classified ‘high’ receive the next level of management focus and so on.
- f) The Manager responsible for the area where an ‘extreme’ risk has been identified is responsible for bringing the risk to the attention of the Leadership Team.
- g) The best way to control risks is to eliminate hazards altogether. Elimination may not, however, always be practicable. In such instances, the risk needs to be reduced to the lowest practicable level.
- h) Once a hazard has been identified and it is obvious how to eliminate or control the hazard, then it is expected that elimination or control steps will be put into place immediately.
- i) AgriFutures Australia will control risks by selecting and implementing one or more controls from the following hierarchy of controls:

Level 1: Risk Elimination

- Eliminate the hazard

Level 2: Risk Reduction

- Substitute the hazard for something less hazardous (eg. purchase safer equipment)
- Isolate the hazard (e.g. place a barrier between Workers and the hazard)
- Redesign or use engineering methods to control the hazard

Level 3: Backup Controls

- Administrative controls such as training, procedures, and signage
- Personal protective equipment (PPE)

- j) Emphasis must be placed on implementing Level 1 or Level 2 controls, before considering appropriate Level 3 controls.

- k) In identifying suitable controls, risk assessment teams should refer to the relevant code of practice in the first instance. The WHS Officer or General Manager, Corporate can assist in locating current codes of practice and other advisory material.
- l) Requests for expert assistance in identifying suitable hazard controls should be referred to the General Manager, Corporate.

Hazard Control

WHS Risk Assessment Matrix (Relative Severity of Risk)

Likelihood ratings

Likelihood	Description	Examples of Frequency
Almost certain	Expected to occur often	<ul style="list-style-type: none"> Likely to occur more than once per year. More than a 50% chance the event will occur in the timeframe under consideration.
Likely	Probably occur in most circumstances	<ul style="list-style-type: none"> Likely to occur approximately once per year. A 25 – 50% chance the event will occur in the timeframe under consideration.
Possible	Could occur at sometime	<ul style="list-style-type: none"> Likely to occur approximately once every five years. A 10 - 24% chance the event will occur in the timeframe under consideration.
Unlikely	Not expected to occur	<ul style="list-style-type: none"> Likely to occur approximately once every five to ten years. A 5 - 9% chance the event will occur in the timeframe under consideration.
Rare	Exceptional circumstances only	<ul style="list-style-type: none"> Likely to occur with less frequency than once every ten years. Less than a 5% chance the event will occur in the timeframe under consideration.

Risk severity matrix

Likelihood	Consequence				
	Insignificant	Minor	Moderate	Major	Severe
Almost certain	Medium	Medium	High	Very High	Very High
Likely	Low	Medium	High	High	Very High
Possible	Low	Medium	Medium	High	High
Unlikely	Low	Low	Medium	Medium	High
Rare	Low	Low	Low	Medium	High

Control Effectiveness Ratings

Control effectiveness rating	Examples of Control Characteristics
Strong	The risk is robustly controlled. Controls are well designed for the risk, address the root causes and AgriFutures Australia believes they are very effective and reliable. A high level of assurance (e.g. independent review or audit) of the effectiveness of the controls is likely available and they are regularly monitored and reviewed.
Effective	The risk is adequately controlled. Most controls are designed correctly, exist and are in place and effective. Additional work is required to improve operating effectiveness or lessen doubts about operational effectiveness and reliability.
Marginal	Although some control is operating, control gaps currently exist and may not address all sources or potential consequences. Key controls are only partially assured.
Weak	Limited or no credible control. There is little confidence that an appropriate degree of control is being achieved due to poor control design or operational effectiveness.

Risk treatment Guidelines

Residual Risk Severity Rating	Minimum Frequency of Review	Risk Acceptability Guidelines
Very High	Fortnightly	Very high risks are rarely acceptable. Mitigation of these risks is generally mandatory. Acceptance of these risks requires MD endorsement.
High	Monthly	Mitigation of the risk is generally mandatory unless exceptional circumstances make it tolerable for a period. Acceptance of these risks requires GM or higher endorsement.
Medium	Monthly	Mitigation of the risk is dependent on a cost benefit analysis of the implementation of measures and resulting reduction in risk. The inherent risk rating will tell if these medium residual risks are inherently severe. These 'control critical' risks must be closely monitored to ensure their controls remain effective and relevant. Risk monitored and reported at the Director level (or equivalent).
Low	Quarterly	The inherent risk rating will tell if these low residual risks are inherently severe. These 'control critical' risks must be closely monitored to ensure their controls remain effective and relevant. Significant management effort should not be directed towards these risks. They should be regularly reviewed to ensure they are not being over-controlled with excessive controls.

Assessing Tolerability

Tolerability	Description
Acceptable	The risk is currently tolerable. The circumstances and current controls for the risk should be monitored and assured to ensure the tolerability does not decay. We are comfortable to maintain this risk at its current severity.
Developing	The risk is currently intolerable, however the proposed treatments if implemented, will likely make the risk tolerable. AgriFutures Australia is not comfortable with the risk at its current level of severity and will implement treatments to reduce this. Current controls should be maintained, and new treatments monitored and tracked to ensure they are being implemented as described.
Unacceptable	AgriFutures Australia is not comfortable with the risk at its current level of severity. The risk is currently intolerable, and the proposed treatments are unlikely to make it tolerable. Urgent executive review of the risk is required to determine ongoing acceptability.

Program Risk Register Components

The following information is to be captured and documented for all Program Risks.

Term	Description
Risk description	This field describes the risk.
Risk Steward	Each risk is assigned a risk owner. The risk owner has primary responsibility for co-ordinating actions in relation to the ongoing management of their assigned risk(s).
Inherent Likelihood	This field allows for the documentation of the factors (i.e. potential causes) influencing the likelihood of the risk occurring. This likelihood informs the overall current risk rating.
Inherent Consequence	Description of the impacts in the event of the risk occurring. This consequence informs the overall current risk rating.
Inherent Severity	The inherent risk severity is determined by plotting the inherent likelihood and inherent consequence rating of the risk on the Risk Assessment Matrix
Current risk controls	Description of the current controls in place. These controls inform the overall current risk rating.
Controls Effectiveness	A rating given to the controls for each risk that describes the magnitude of effect that the control(s) have in terms of modifying a risk's consequence or likelihood. A control that has minimal effect would be allocated a low rating; a control with a strong effect would be given a high rating.
Residual (current) Likelihood	This field allows for the documentation of the factors (i.e. potential causes) influencing the likelihood of the risk occurring. This likelihood informs the overall current risk rating.
Residual (current) consequences	Description of the impacts in the event of the risk occurring. This consequence informs the overall current risk rating.
Residual risk severity	The risk severity rating derived from the risk matrix, based on residual likelihood and residual consequence.
Tolerability	Tolerability is influenced by severity, though other factors might determine if a risk is acceptable, including, confidence in the assessment, complexity, and how rapidly the risk could change.
Proposed treatments	Description of risk treatments to be implemented to move AgriFutures Australia from the current residual risk rating to the desired level. These treatments identify action, responsibility, and timeframes.

10) Monitoring and Review

- a) Monitoring and review actions must be identified for each risk assessment process and entered on the Risk Register. Hazards that have had their risk ranking reduced as a result of implementing one or more controls must be monitored to ensure that the controls are actually working, and that staff are aware of, and able to apply, the control strategies.
- b) If a control fails to work as planned, it fails to reduce the risk associated with the hazard. Consequently, the risk rating can increase and significantly endanger staff health and safety.
- c) Monitoring and review strategies can be as simple as requesting regular feedback from staff. Monitoring of more complex hazard controls may require specialist advice such as taking measurements of noise levels, temperature, and air flows etc.
- d) The effectiveness of risk controls should be reviewed periodically by the General Manager Corporate or their delegate so that new hazards or increased risks can be addressed. New hazards or increased risks can result from:
 - i) Use of new technology, equipment, or substances
 - ii) Implementation of new work practices or procedures
 - iii) A change in work environment
 - iv) The introduction of new staff with different levels of skills, knowledge, or experience.

11) Implementation and Review

- a) The WHS policy will be reviewed should there be amendments to the Act or other relevant legislation. Where there is no legislative change, it will be reviewed every 3 years.
- b) The policy will be reviewed using information obtained from:
 - i) monitoring Workers' health and safety at work and the condition of AgriFutures Australia workplaces
 - ii) through accident/incident reporting statistics
 - iii) staff feedback and consulting directly with Workers at staff meetings.

- c) The WHS policy can also be varied at any time, subject to the consultation mechanisms outlined above in Section 3. Request for variations are to be in writing and must identify the variation required with supporting evidence.
- d) The existing policy will continue to operate until any review is completed and a revised policy is implemented.

12) Accountabilities

Responsible Officer

- a) The General Manager, Corporate (or their delegate) has responsibility for regularly reviewing the adequacy and effectiveness of this policy.

Implementation and Training Plan

- a) All Workers will be advised of amendments to this policy via an announcement on the intranet homepage. Current versions of all policies are accessible to Workers via the intranet. Advisory Panel Members access AgriFutures Australia related information including policies via a designated folder in the Project Management System Knowledge Store. Other Workers who do not have access to the intranet or the Project Management System Knowledge Store will be emailed updated policies, pending access to the Intranet or Project Management System Knowledge Store.
- b) All Workers are required to complete a Comcare e-module on the WHS Act and submit their certificate of completion to the General Manager, Corporate for record keeping.

Effectiveness of this Arrangement

Regular monitoring and evaluation will be undertaken to measure the effectiveness of this policy. The General Manager, Corporate or their delegate will monitor WHS performance using a range of lag indicators and positive performance indicators including:

- i) Workers' compensation records and annual premium rates
- ii) incident and first aid reports
- iii) field work reports
- iv) sick leave data
- v) participation in training programs and awareness activities
- vi) workplace hazard inspections

- vii) feedback from Workers and other stakeholders, including feedback on the effectiveness of the consultation mechanisms
- viii) WHS management system audit outcomes.

13) Associated documents and policies

- Work Health and Safety Act 2011.
- Fair Work Act 2009
- Field Work Trip Plan
- Flexible Working Arrangements Policy
- Enterprise Agreement 2018-2021
- First Aid Policy
- Fitness for Duty and Return to Work Policy
- Incident Reporting Procedure
- Employee Hazard Identification and Incident Reporting Form

BACKGROUND

The Commonwealth *Work Health and Safety (WHS) Act 2011* (Cth) came into effect on 1 January 2012. Under the provisions of the WHS Act the entity, as an incorporated body, is classified as a “Person Conducting a Business Undertaking” (PCBU) and the members of Board, Director and Senior Executive Service Level officers are classified as being “officers” of the entity as a PCBU.

The WHS Act imposes a specific duty on officers of corporations, the Crown or a public authority in the Commonwealth jurisdiction to exercise due diligence to ensure that the corporation, the Crown or a public authority meets its work health and safety obligations.

Officers determine how the business or undertaking will operate and they make or participate in making decisions on allocating resources which affect health and safety.

Accordingly, the members of the Board, together with the AgriFutures Australia Leadership Team are therefore required to discharge the duty of “due diligence” imposed on “officers” (Officer) by section 27 of the WHS Act.

DUE DILIGENCE FRAMEWORK

Section 27 of the WHS Act requires officers to meet the due diligence requirements by taking reasonable steps to address the six defined elements outlined in clause (5) of section 27. These elements as listed under points a) to f) below are directed at one or more of the fundamentals of a safety culture and the delivery of safe conduct.

The reasonable steps officers should undertake to meet the legislated Due Diligence duties are to:

- a) acquire and keep up-to-date knowledge of work health and safety matters
- b) gain an understanding of the nature of the operations of the business or undertaking of the person conducting the business or undertaking and generally of the hazards and risks associated with those operations
- c) ensure that the person conducting the business or undertaking 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) ensure that the person conducting the business or undertaking 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 the person conducting the business or undertaking has, and implements, processes for complying with any duty or obligation of the person conducting the business or undertaking under this Act

- f) verify the provision and use of the resources and processes referred to in paragraphs (c) to (e).

While the WHS Act specifies that the Board and Leadership Team are classified as ‘officers’, the practical application of the due diligence components means that the Leadership Team will obviously have access to a higher level of information and be responsible for the day-to-day management and decisions associated with WHS matters.

The table at Attachment 2 articulates actions to be undertaken by the Board and Leadership Team in discharging duties under the legislation.

Element	OFFICER – Board	OFFICER – Leadership Team
Knowledge	<ul style="list-style-type: none"> • Ensure personal awareness of WHS legislation and personal responsibilities • Receive up-to-date information through briefings from WHS professionals eg Comcare • Receive and consider quarterly reports, or reports as required, from the Leadership Team on all WHS matters in accordance with the due diligence framework. 	<ul style="list-style-type: none"> • Ensure awareness of WHS legislation, interpret, and apply as appropriate to the entity’s operations. • Ensure processes are developed and implemented to capture information on WHS matters and that they are properly investigated with any necessary follow-up actions undertaken. • Ensure quarterly reports, or reports as required, are prepared for the Board’s consideration.
Understanding	<ul style="list-style-type: none"> • As part of Board’s induction process be briefed on WHS matters including responsibilities under this framework and for these to be documented in the Board papers. • Consider and approve Leadership Team recommended approaches to Corporate Governance Framework, Corporate and Annual Business Plans to provide Board with assurance its obligations are being met. • Understand the entity’s operations and associated hazards and risks through Business Risk Assessment reports provided to Board meetings. • Receive and consider reports from the Leadership Team provided the Board meeting on outcomes of all health and safety risk assessments. • Understand the entity’s health and safety management systems through quarterly WHS reports from the leadership Team, or reports as required. 	<ul style="list-style-type: none"> • Develop and, following Board approval, implement Corporate Governance Framework, Corporate and Annual Business Plans. • Ensure all necessary health and safety policies and procedures are developed and implemented. • Ensure inclusion of Health and Safety Risk Assessments in the entity’s Internal Audit program. • Identify, monitor operational risks through appropriate registers and reporting systems. • Promote health and safety policies and procedures to all workers. • Ensure that health and safety risk assessments are undertaken for all major events and projects. • Receive and consider information from workplace delegates through WHS committee.
Resources	<ul style="list-style-type: none"> • Consider and approve operating budgets presented by the Leadership Team. • Seek assurance that the proposed budget provides sufficient staff resources to ensure a safe and healthy 	<ul style="list-style-type: none"> • Ensure budgets are appropriately developed for Board consideration and approval including review of resources to address WHS matters. • Implement approved budgets.

	work environment and all WHS matters are appropriately addressed.	<ul style="list-style-type: none"> • Ensure appropriate workplace technology exists to support WHS matters.
Compliance	<ul style="list-style-type: none"> • Receive and consider quarterly report on all WHS matters, or as report received for consideration. • Ensure policies or programs approved by Board take into consideration any WHS Act implications and are fully implemented in the workplace 	<ul style="list-style-type: none"> • Ensure all necessary processes are being implemented to ensure compliance with approved WHS policies and procedures. • Ensure action is taken to rectify any detected non-compliance. • Ensure policies or programs recommended for Board approval take into consideration any WHS Act implications. • Ensure quarterly reports are prepared for the Board. • Ensure the WHS committee operates and reports in accordance with approved procedures.
Analysis and Response	<ul style="list-style-type: none"> • Ensure the entity, through its quarterly reporting, or as required, has all necessary notification and reporting processes in place. • Receive reports on all incidents, investigation action and outcomes. 	<ul style="list-style-type: none"> • Ensure the entity has all necessary notification and reporting processes in place to comply with any duty of obligation including risk assessments, registration and licensing for plant and contractor WHS management. • Ensure the entity's procurement processes to assess health and safety matters.
Verifying	<ul style="list-style-type: none"> • Receive and consider quarterly report on all WHS matters, or as report received. • Seek any additional information considered necessary from the Leadership Team to provide assurance that WHS policies and processes are effective. • Receive independent review outcomes to confirm WHS frameworks, policies and procedures are appropriate. 	<ul style="list-style-type: none"> • Ensure the appropriate provision and use of resources and systems for monitoring of incidents and claims are in place and are responded to where necessary. • Seek independent assessment of WHS Analysis and response processes to ensure in accordance with better practices, for example, by Comcare.