



Work Health and Safety Policy

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Approved for external use

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Approval

This document has been approved on the basis that the appropriate input has been obtained during its development.



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Chief Executive Officer

25 May 2025

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1 Introduction

1.1 Purpose

The Australian Digital Health Agency (the Agency), as the Person Conducting a Business or Undertaking (PCBU), is committed to providing a physically and psychologically safe and healthy workplace for its workers and visitors. The *Work Health and Safety (WHS) Policy* defines the principles of this commitment and the Agency's approach to the continuous improvement of health and safety in the workplace.

The WHS legislation imposes obligations on the Agency in relation to the health and safety of its workers and other persons whose health or safety could be affected by work carried out as part of the Agency's business or undertakings. Workers and other persons (e.g., visitors) also share responsibility for taking reasonable care of their own health and safety and the safety of others.

This policy gives effect to the Agency's Work Health and Safety Management System (WHSMS), including procedures and guidelines.

1.2 Intended audience

This policy is intended for all workers and other persons (e.g., visitors) at the Agency. Under the WHSMS a worker is any person who carries out work for the Agency, including work as an employee, contractor, subcontractor, self-employed person, apprentice or trainee, work experience student, employee of a labour hire company placed with the Agency or a volunteer. Other persons include visitors and members of the public.

1.3 Scope

This policy applies to all workers and other persons (e.g., visitors) at all Agency locations and for all Agency activities.

This policy provides an overview of the Agency's WHSMS. It should be read in conjunction with associated WHS procedures which are described in the Agency's *Establishment and Review of the WHS Policy and WHS Management System Procedure*. Guidance for the application of each procedure can be found in the Agency's *WHS Responsibility and Accountability Statement*. This policy is also supported by a range of human resources policies developed by the Agency under the [Enterprise Agreement 2024-2027](#) and these can be found on the "[HR policies and guidelines](#)" page on Confluence.

This policy is intended to be implemented consistently in all areas of the Agency, and it is a requirement that all workers familiarise themselves with this policy.

1.4 Related documents

The following documents should be read in conjunction with this policy:

[Agency Enterprise Agreement 2024-2027](#)

Establishment and Review of the WHS Policy and WHS Management System Procedure
WHS Responsibility and Accountability Statement

2 Policy principles

2.1 Principles

The Agency will undertake the following activities in fulfilling its commitment to provide a healthy and safe workplace:

- Develop, implement and maintain an effective health and safety management system (WHSMS) which includes the requirements of this policy.
- Comply with applicable health and safety legislation, including meeting the requirements detailed in [Comcare's approved Codes of Practice](#).
- Provide and maintain so far as is reasonably practicable a work environment, systems of work and work culture which support and prioritise worker health and safety.
- Implement a health and safety risk management process to ensure workplace hazards (physical and psychological) are identified, assessed, controlled and reviewed, where it is not reasonably practicable to eliminate hazards.
- Allocate sufficient financial and physical resources to enable the effective implementation of the WHS policy and WHSMS.
- Provide and disseminate current health and safety information, training and instruction to workers and other persons via the intranet and other suitable delivery methods.
- Implement arrangements for the consultation of health and safety matters with workers, shared duty holders and stakeholders.
- Ensure workers are supported to work safely when engaging in flexible working arrangements.
- Identify and respond to early warning signs and reports of incidents and implement controls to continuously improve the management of health and safety.
- Support the rehabilitation of workers following an injury or illness, enabling a safe and productive return to work.
- Establish measurable objectives and targets for health and safety aimed at the elimination of work-related illness and injury.
- Report on measures and targets to the Board, Senior Executive Committee and WHS Committees.

2.2 Policy non-compliance

It is the responsibility of all workers to familiarise themselves with this policy and comply. Non-compliance with this policy may lead to:

- disciplinary action, up to and including termination of a worker's contract, or removal from an Agency worksite, as relevant (refer to the Agency's *Code of Conduct, Values and Employment Principles* and *Procedure for Determining Suspected Breaches of Code of Conduct* for more information), and/or
- serious risk to health and safety and amount to a breach of WHS legislative obligations and may result in regulatory enforcement action.

3 Roles and Responsibilities

Individuals may hold more than one role. For example, all individuals who undertake work for the Agency are considered “workers” under the WHS legislation. Some workers may have additional WHS responsibilities, such as managers, Senior Executive Service staff and some committee members.

Role	Responsibilities
Board	<ul style="list-style-type: none">• Monitor implementation and enforcement of this policy and WHSMS.• Acquire and keep up to date knowledge of health and safety matters related to the Agency’s business and undertakings via reports from the Chief Executive Officer (CEO) and Audit and Risk Committee.• Comply with WHS legislation.• Comply with this policy.• Take steps to ensure the Agency has the systems in place and the necessary resources to:<ul style="list-style-type: none">• develop, implement, maintain and review its WHSMS• continually review and improve its WHSMS and processes.
Chief Executive Officer (CEO)	<ul style="list-style-type: none">• Approve this policy.• Demonstrate visible health, safety and wellbeing leadership.• Acquire and keep up to date knowledge of health and safety matters related to the Agency’s business and undertakings.• Comply with WHS legislation.• Comply with this policy.• Ensure the Agency has appropriate policy, training and awareness, and other control systems in place, to assist the Agency to meet its obligations under WHS legislation.

Role	Responsibilities
Managers/supervisors	<ul style="list-style-type: none"> • Demonstrate visible health, safety and wellbeing leadership. • Comply with WHS legislation. • Comply with this policy. • Provide appropriate information, training (including inductions) and instruction to workers within their area to enable them to perform their roles safely and to the best of their abilities. • Identify WHS hazards and risks from jobs, tasks and projects under their supervision, including those hazards and risks present in the flexible working environment. • Assess and control identified risks in consultation with those involved or affected, with reference to the Agency's <i>WHS Consultation, Representation and Issue Resolution Procedure</i>. • Promptly address WHS issues raised, in consultation with those workers involved or affected, with reference to the Agency's <i>WHS Consultation, Representation and Issue Resolution Procedure</i>. • Refer WHS issues beyond their control to their manager, or local WHS Committee, whichever is more appropriate with reference to the Agency's <i>WHS Consultation, Representation and Issue Resolution Procedure</i>, while ensuring that interim practical action is taken to eliminate or control the risks. • Immediately report all WHS incidents in the workplace, assist with the identification of the causes and implement controls measures to prevent recurrence, in conjunction with the local Health and Safety Representative, in accordance with the Agency's <i>WHS Incident Management, Reporting and Investigation Procedure</i>. • Assist in the development of an injury management plan (where required) and return to work plan in conjunction with the Rehabilitation Case Manager for injured workers.
Members of Standing Advisory Committees, Audit and Risk Committee and Senior Executive Committee	<ul style="list-style-type: none"> • Advise the Board on the implementation and enforcement of this policy and WHSMS. • Demonstrate visible health, safety and wellbeing leadership. • Acquire and keep up to date knowledge of health and safety matters related to the Agency's business and undertakings. • Comply with WHS legislation. • Comply with this policy.

Role	Responsibilities
People & Capability Branch	<ul style="list-style-type: none"> • Provision of an effective WHSMS and the associated tools and support services to facilitate effective implementation of WHS at all levels of the Agency. • Assist managers and supervisors undertake WHS risk assessments at key points of employment processes impacting workers. • Regularly report to and consult with the Agency's WHS Committees and Health and Safety Representatives regarding the implementation and effectiveness of the WHSMS and any proposed changes. • Provide WHS reporting and analysis to executive committees on request.
Senior Executive Staff	<ul style="list-style-type: none"> • Support and advise the CEO on the policy, training and awareness, and other control systems, to assist the Agency to meet its obligations under WHS legislation. • Demonstrate visible health, safety and wellbeing leadership. • Acquire and keep up to date knowledge of health and safety matters related to the Agency's business and undertakings. • Comply with WHS legislation. • Comply with this policy. • Ensure this policy is monitored and reviewed.
Workers	<ul style="list-style-type: none"> • Demonstrate visible commitment to health, safety and wellbeing. • Comply with WHS legislation. • Comply with this policy, the Agency's WHSMS and any reasonable direction given. • Active participation in mandated training and any WHS related learning and development activities offered by the Agency. • Take reasonable care for their own health and safety and the health and safety of others. • Use equipment and tools responsibly provided by the Agency. • Immediately report all incidents, injuries or illnesses in the workplace in accordance with the Agency's <i>WHS Incident Management, Reporting and Investigation Procedure</i>.

Further description of WHS responsibilities is outlined in the Agency's *WHS Responsibility and Accountability Statement*.

4 **Acronyms**

Acronym	Description
CEO	Chief Executive Officer
PCBU	Person conducting a business or undertaking
WHS	Work health and safety
WHSMS	Work Health and Safety Management System

5 Glossary

Term	Meaning
Approved Codes of Practice	A Code of Practice is a practical guide, approved under the <i>Work Health and Safety Act 2011 (Cth.)</i> . Codes cover WHS issues or situations and offer ways to identify and manager risks and sets out how to achieve the standards required under the <i>Work Health and Safety Act 2011 (Cth.)</i> and <i>Work Health and Safety Regulations 2011 (Cth.)</i> .
Hazard	A situation or thing that has the potential to harm a person, the environment or cause damage to property.
Health and Safety Representative	Commonly referred to as HSRs, Health and Safety Representatives are workers who are elected to represent the health and safety interests of their work group.
Other person	Other persons are people at the workplace who are not workers. For example, a visitor is an “other person”.
Person Conducting a Business or Undertaking	The <i>Work Health and Safety Act 2011 (Cth.)</i> places the primary duty of care on the PCBU. The term PCBU is an umbrella concept used to capture all types of working arrangements or structures.
Return to work	A return to work program is a plan designed to outline the requirements of an injured or ill employee to return to work following a period of leave due to the injury or illness, supported by a Rehabilitation Case Manager.
Stay at work	A stay at work program is a plan designed to keep an injured or ill employee at work while managing or recovery from the injury or illness, supported by a Rehabilitation Case Manager.
WHS committee	A consultative body established under the <i>Work Health and Safety Act 2011 (Cth.)</i> . A committee’s functions include facilitating cooperation between workers and the Agency to ensure workers’ health and safety at work, and assisting to develop work health and safety standards, rules and procedures for the workplace.
WHS legislation	Consist of the <i>Work Health and Safety Act 2011 (Cth.)</i> , <i>Work Health and Safety Regulations 2011 (Cth.)</i> , the <i>Safety, Rehabilitation and Compensation Act 1988 (Cth.)</i> and Comcare Approved Codes of Practice.
WHSMS	A framework for managing WHS risks and opportunities.
Worker	Any person who carries out work for the Agency, including work as an employee, contractor, subcontractor, self-employed person, apprentice or trainee, work experience student, employee of a labour hire company placed with the Agency, and volunteers.
Workplace	Any place where work is carried out for the Agency and includes any place where a worker goes, or is likely to be, while at work. This may include offices, vehicles, aircraft and home offices.

Further WHS terms are described in the Agency’s *WHS Glossary of Terms*.

6 References

[Comcare approved Codes of Practice](#)

[Safety, Rehabilitation and Compensation Act 1988 \(Cth.\)](#)

[Work Health and Safety Act 2011 \(Cth.\)](#)

[Work Health and Safety Regulations 2011 \(Cth.\)](#)

Agency Documentation

Code of Conduct, Values and Employment Principles Policy

Establishment and Review of the WHS Policy and WHS Management System

Procedure for Determining Suspected Breaches of Code of Conduct

WHS Consultation, Representation and Issue Resolution Procedure

WHS Incident Management, Reporting and Investigation Procedure

WHS Responsibility and Accountability Statement