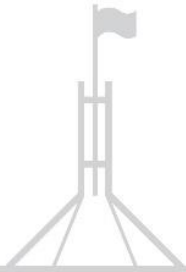




Australian Government



**Workplace Health Safety and Wellbeing
Policy for *Members of Parliament*
(*Staff*) Act 1984 employees**

APRIL 2022

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MOP(S) Workplace Health Safety and Wellbeing Policy

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1. Introduction

1.1 The Department of Finance (Finance) is committed to supporting a safe and healthy working environment for staff employed under the *Members of Parliament (Staff) Act 1984* (MOP(S) Act employees).

1.2 Workplace health, safety, and wellbeing focuses on improving work processes to benefit the health of employees and the risks in the workplace. The work people do can positively or negatively affect the likelihood of them developing an injury or illness.

1.3 The purpose of this policy is to demonstrate Finance's ongoing commitment to health, safety and wellbeing of MOP(S) Act employees and to ensure that integrated policies and programs are developed, implemented and monitored to address WHS risks for MOP(S) Act employees.

1.4 This policy aims to achieve a healthy, safe working procedure and working environment for all MOP(S) Act employees.

2. Principles

2.1 The principles of this policy are based on:

- committing to prioritising workplace health, safety and wellbeing in developing work practices
- adopting a risk-based approach in policy and program development to target risks as well as complement and enhance mandatory work health and safety approaches
- integrating evidence based, best practice initiatives into work practices to support obligations under the *Work Health and Safety Act 2011* (WHS Act)
- creating a workplace culture that promotes equity, diversity and respect.

2.2 All MOP(S) Act employees should take an active role in creating a safer workplace and work practices by cooperating with this policy and complementary policies developed by Finance.

2.3 Whilst safety is everybody's responsibility, Parliamentarians and managers have very specific non-delegable accountabilities to ensure the health, safety and wellbeing of whom they supervise.

3. What is Workplace Health, Safety and Wellbeing?

3.1 The World Health Organisation has recognised the workplace as a priority setting promoting health and wellbeing. A healthy workplace is defined as being 'one in which workers and managers collaborate to use a continual improvement process to protect and promote the health, safety and wellbeing of all workers and the sustainability of the workplace by considering the following based identified needs:

- the health and safety concerns in the physical work environment
- the health, safety and wellbeing concerns in the psychosocial work environment including, organisations of work and the workplace culture
- personal health resources in the workplace

- ways of practicing in the community to improve the health of workers, their families and other members of the community.

3.2 Work health, safety and wellbeing programs that address the health risks of workers within the organisation lead to reduced absence, reduced risk and the impact of chronic illness and diseases, reduced frequency of workplace incidents, increased staff engagement, reduced staff turnover and improved productivity.

3.3 Best-practice is defined as an integrated approach to workplace health, safety and wellbeing by providing policies, programs and practices that integrate prevention of harm, the promotion of health and wellbeing.

4. Roles and responsibilities

Finance

4.1 Finance as the place conducting a business or undertaking (PCBU) on behalf of the Commonwealth manages work health, safety and wellbeing with a risk based approach as well as a specific business approach.

4.2 Finance will:

- provide advice and guidance to MOP(S) Act employees regarding Workers' Compensation Claims, rehabilitation and injury management services as well as administrative support
- develop, implement and evaluate policies, programs and initiatives to prevent or minimise so far as reasonably practicable harm to MOP(S) Act employees
- promote and enhance MOP(S) Act employees work health, safety and wellbeing
- ensure MOP(S) Act employees have access to information about work health, safety and wellbeing
- ensure the physical office space is safe and secure
- consult with employing Parliamentarians and MOP(S) Act employees with regards to WHS policies and arrangements
- consult and coordinate arrangements with other responsible agencies and duty holders, where appropriate
- administer a system for reporting and responding to hazards and incidents in the workplace
- administer emergency management arrangements for Parliamentarians offices
- manage contracts to provide a range of psychological health and wellbeing support, including an employee assistance program, critical incident counselling, training and conflict resolution services
- report all notifiable incidents to Comcare.

Parliamentarians and other officers

4.3 An officer is a person who has a duty to exercise due diligence to ensure that Finance as the PCBU complies with its duties and obligations.

4.4 An officer is a 'person who makes or participates in making decision that affect the whole or substantial part of the business or undertaking of the Commonwealth'. Under the WHS Act Parliamentarians and certain MOP(S) Act employees who are supervisor managers are officers under the WHS Act.

4.4 Officer must:

- develop a workplace culture that aims to prevent injury, supports employees and promotes workplace health, safety and wellbeing
- ensure that the health and safety of employees are not put at risk as a result of work carried out as part of the conduct of the business or undertaking

- consult with all MOP(S) Act employees and volunteers on WHS matters
- ensure compliance with reasonable policies and procedures regarding health and safety in the workplace
- ensure that all notable incidents are reported to Finance and Comcare
- verify that the management of WHS remains effective.

MOP(S) Act employees

4.5 For the purposes of this policy, a worker is anyone who works in any capacity for a Parliamentarian, this may include:

- employees
- contractors or subcontractors
- an employee of a contractor
- labour hire contracts
- outworkers
- apprentices or trainees
- students or work experience
- volunteers.

4.6 All workers must:

- take reasonable care to manage their own health and safety
- take reasonable care not to adversely affect another person's health and safety
- cooperate with reasonable instructions, policies and procedures regarding health and safety in the workplace
- be proactive and become actively involved in activities and programs designed to improve health and safety
- cease or refuse to carry out work if there is a reasonable concern that the task poses a serious risks to health or safety

Training and Professional Development

4.7 Various training and learning and development opportunities are available to all Parliamentarians and their staff to assist them in understanding their roles and responsibilities, and contribute to a safe and healthy workplace.

5. Legislation and Guidelines

- 5.1 The Department of Finance Early Intervention Policy and Procedures
- 5.2 Work Health and Safety Act 2011
- 5.3 Work Health and Safety Regulation 2011
- 5.4 WHS Code of Practice
- Members of Parliament (Staff) Act 1984
- Fair Work Act 2009
- Australian Work Health and Safety Strategy 2012 – 2022

6. Further Assistance

6.1 For queries relating to the operation of this policy please contact MOP(S) Support at MOPSWHS@finance.gov.au 6.2 Further information of Work Health and Safety can be found on the [MaPS Website](#)

6.3 MOP(S) employee can also contact the employee assistance program provider, Assure service on 1800 945 145.

7. Support and Resources

- WHS Library
- The Black Dog Institute
- Head to Health
- Headsup
- Health Direct