



**Australian Government**

**Australian Sports Commission**

# Work Health and Safety Policy

Version 2.0

Prepared by

**People and Culture**

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# 1. Purpose

- 1.1.1 The Australian Sports Commission (ASC) is committed to providing a safe and healthy workplace as required by the Commonwealth's Work Health and Safety (WHS) legislation, namely the [Work Health and Safety Act 2011](#) (the WHS Act), the [Work Health and Safety Regulations 2011](#) (the Regulations) and relevant Codes of Practice.
- 1.1.2 This Work Health and Safety Policy (WHS Policy) defines the principles of this commitment and the ASC's approach to the continuous improvement of work health and safety (WHS). It is supported by a suite of WHS topic-specific policies, guidelines and procedures.

# 2. Scope

- 2.1.1 This WHS Policy applies to all ASC workers and other persons. Workers and other persons include:
- ASC employees
  - Athletes
  - Contractors and sub-contractors
  - Visitors, and
  - Members of the public.

# 3. Statement of intent

- 3.1.1 It is the ASC's intent to promote wellness and minimise the risk of injury and illness by applying systematic WHS risk management practices.

# 4. Guiding principles

- 4.1.1 WHS is everyone's responsibility.
- 4.1.2 The ASC defines a safe and healthy workplace as one that ensures workers and visitors are not exposed to avoidable physical or psychological WHS hazards.
- 4.1.3 The ASC will eliminate all physical and psychological WHS hazards or, where elimination is not reasonably practicable, reduce risks to health and safety so far as is reasonably practicable.

# 5. Roles and responsibilities

- 5.1.1 A person may have more than one duty and more than one person can have a duty.
- 5.1.2 The WHS Act sets out four specific groups of WHS duty holders:
- Person Conducting a Business or Undertaking (PCBU)
  - Officers
  - Workers, and
  - Other persons.

- 5.1.3 In addition to the four specific groups of WHS duty holders identified in legislation, the ASC recognises the importance of the following ASC stakeholders in contributing to a safe and healthy workplace:
- People and Culture
  - WHS and Injury Management Adviser
  - Health and Safety Representatives (HSRs)
  - Workplace Support Officer (WSOs)
  - Emergency Response Team and Wardens, and
  - First Aid Officers (FAOs).

## 5.2 Person Conducting a Business or Undertaking

- 5.2.1 The ASC, as the 'person conducting a business or undertaking' (PCBU), has a primary duty of care under the WHS Act to ensure the health and safety of workers and other persons at the workplace. They must also ensure, so far as is reasonably practicable:
- a) The provision and maintenance of a working environment that is safe and without risks to health, including safe access to and exit from the workplace
  - b) The provision and maintenance of plant, structure and systems of work that are safe and do not pose health risks (for example providing effective guards on machines and regulating the pace and frequency of work)
  - c) The safe use, handling, storage and transport of plant, structure and substances (for example toxic chemicals, dusts and fibres)
  - d) The provision of adequate facilities and services for the physical and psychological welfare of workers at work (for example access to washrooms, lockers and dining areas)
  - e) The provision of information, instruction, training or supervision to workers needed for them to work without risks to their health and safety and that of others around them
  - f) That the health of workers and the conditions of the workplace are monitored to prevent injury or illness arising out of the conduct of the business or undertaking, and
  - g) The maintenance of any accommodation owned or under their management and control to ensure the health and safety of workers occupying the premises.
- 5.2.2 For more information on 'primary duty of care' and the duties of PCBUs, see the [Regulatory guide – Primary duty of care](#) and [Regulatory guide – Other duties of PCBUs](#) published by Comcare, the Commonwealth WHS Regulator.

## 5.3 Officers

- 5.3.1 ASC officers have an obligation under the WHS Act and this policy to exercise due diligence to ensure the ASC complies with its WHS duties.
- 5.3.2 Officers include any person who makes, or participates in making decisions that affect the whole, or a substantial part of the ASC. For the ASC, officers are generally our Deputy General Managers and above.



- 5.3.3 Exercising due diligence for officers includes taking reasonable steps to:
- a) Acquire and keep up-to-date knowledge of WHS matters
  - b) Gain an understanding of the operations, hazards and risks of the ASC
  - c) Ensure that appropriate resources and processes (e.g induction and training) are available to eliminate or minimise risks
  - d) Ensure they receive, consider and respond to information regarding incidents, hazards and risks
  - e) Ensure processes are implemented for complying with their duties e.g. reporting notifiable incidents, consulting with workers, ensuring compliance with provisional improvement notices (PINS) providing training and instruction to workers and ensuring health and safety representatives (HSRs) receive training, and
  - f) Verify the provision and use of resources and procedures.

5.3.4 For more information on the duties of Officers, see the [Regulatory guide – Duties of officers](#), published by Comcare.

## 5.4 Workers

- 5.4.1 All ASC workers have a responsibility under the WHS Act and this WHS Policy to:
- a) Take reasonable care for their own health and safety
  - b) Take reasonable care that their acts or omissions do not adversely affect the health and safety of other persons
  - c) Comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the ASC to allow the ASC to comply with the WHS Act and the WHS Regulations
  - d) Co-operate with any reasonable policy or procedure of the ASC relating to health or safety at the workplace that has been notified to workers
  - e) Respond to WHS issues within their area of responsibility by reporting all incidents that have the potential or have resulted in injury or illness.

5.4.2 For more information on the duties of workers, see the [Regulatory guide – Duties of workers](#) published by Comcare.

## 5.5 Other persons

- 5.5.1 Any other person (others) at a workplace, including athletes, students and visitors, must:
- a) Take reasonable care for their own health and safety and that of others
  - b) Comply with instructions in relation to WHS
  - c) Use personal protective equipment and clothing as require
  - d) Promptly report hazards, injuries and incidents, including near misses, and
  - e) Cooperate with emergency procedures.

5.5.2 For more information on the duties of other persons, see the [Regulatory guide – Duties of all persons at a workplace](#) published by Comcare.



## 5.6 People and Culture

5.6.1 People and Culture is responsible for:

- Reviewing and updating this policy (and all other corporate WHS instruments, e.g. guidelines, standard operating procedures) in the following circumstances:
  - In line with pre-determined revision dates monitored centrally by Workplace Services
  - When there has been a change in the operations of the ASC
  - In the event of changes to applicable legislation or WHS guidance material
- Providing information, guidance and support to managers and staff regarding WHS in the workplace
- Accurate and timely WHS reporting to the Executive, and
- Injury management (prevention and rehabilitation assistance).

## 5.7 WHS and Injury Management Adviser

5.7.1 The ASC WHS and Injury Management Adviser is a corporate role responsible for:

- Preparing materials to effectively communicate relevant WHS issues affecting ASC workplaces
- Developing, implementing and reviewing the ASC's WHS related policies and procedures
- Facilitating the quarterly meeting of the WorkSafe Committee to discuss WHS issues, evaluate reports submitted by the HSRs, recommend corrective action, and
- Ensuring WHS communications are disseminated to relevant ASC workers and others.

## 5.8 Health and Safety Representative

5.8.1 HSRs are workers who are elected to represent the health and safety interests of their work group. Responsibilities of HSRs include:

- Representing workers in their workgroup on health and safety matters and in discussions with managers on hazards and safety issues
- Monitoring the ASC is meeting WHS standards
- Promoting the health and safety of workers in their work group, and
- Providing a vital communication link between people at work and the ASC.

## 5.9 Workplace Support Officer

5.9.1 Workplace Support Officers (WSOs) are often the first point of call for ASC workers who feel they are being bullied, harassed or discriminated against in the workplace. They place an integral in supporting staff raise their concerns through the appropriate channels and seek supports where needed.



- 5.9.2 WSOs are responsible for:
- Providing accurate and comprehensive information in relation to bullying, harassment and discrimination issues
  - Detailing complaint resolution options to staff
  - Directing staff to external support services such as the ASC's employee assistance program (EAP) provider where it may be of support
  - Raising awareness amongst staff about workplace bullying, discrimination and harassment issues and staff rights and responsibilities in relation to those issues
  - De-identified, timely and accurate reporting to People and Culture on contact made by staff.

## 5.10 Emergency Response Team and Wardens

- 5.10.1 The emergency Response Team is a group of staff who are organised, trained and required to respond to an emergency and control the scene until appropriate external emergency services assume control.
- 5.10.2 Wardens assist the Emergency Response Team in carrying out emergency procedures.
- 5.10.3 On becoming aware of an emergency, Wardens are to implement the emergency procedures for their designated building.
- 5.10.4 The Emergency Response Team and Wardens must keep any required qualifications and training up-to-date.

## 5.11 First Aid Officer

- 5.11.1 The primary responsibility of a First Aid Officer is to administer first aid, where required, following an injury.
- 5.11.2 First Aid Officers must ensure their first aid qualifications are current.
- 5.11.3 They must also monitor first aid kit stock and advise People and Culture in a timely manner of all restocking requirements.

## 6. Expectations of duty holders

- 6.1.1 All ASC WHS duty holders are expected to participate in WHS related activities and perform all their WHS duties in a safe and responsible way.
- 6.1.2 The ASC expects all ASC WHS duty holders to comply with this WHS Policy and accompanying WHS procedures, take responsibility for their own actions (or inactions) and not put themselves or others at risk.
- 6.1.3 ASC WHS duty holders are expected to stay up-to-date with their WHS responsibilities via the ASC's learning management system. This includes:
- Completing all mandatory WHS eLearning, and
  - Participating in learning and development opportunities, including self-paced learning initiatives.



## 7. Risk management

### 7.1. Managing WHS Risks

- 7.1.1 The [Model Code of Practice: How to manage work health and safety risks](#) sets out the process for managing WHS risks in four key steps:
- Identifying hazards
  - Assessing risks
  - Controlling risks, and
  - Reviewing control measures.

### 7.2. Documenting risk management activities

- 7.2.1. All WHS risk management activities should be documented to ensure transparency and assist with any subsequent reviews.
- 7.2.2. For information on how to document a WHS risk management activity, please refer to the ASC's [WHS Risk Management Policy](#) and [WHS Risk Management Procedures](#).

## 8. Reviews and escalation

- 8.1.2 To escalate specific WHS matters (such as a hazard, potential risk or incident) contact a HSR, Manager, Supervisor or the WHS and Injury Management Adviser ([whs@ausport.gov.au](mailto:whs@ausport.gov.au)).

## 9. Non-compliance

- 9.1.1 Non-compliance with this WHS Policy or any related governance instruments may be considered misconduct and may result in a [Code of Conduct](#) breach finding and/or disciplinary action being taken.

## 10. References

[ASC Code of Conduct](#)

[Codes of Practice](#)

[Comcare Regulatory Guides](#)

[Safe Work Australia](#)

[Work Health and Safety Act 2011](#)

[Work Health and Safety Regulations 2011](#)





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<b>Update Description</b>	<p><i>Work Health and Safety Policy Version 2.0</i></p> <ul style="list-style-type: none"> <li>• General review and update.</li> <li>• Definitions and references to source documents added.</li> <li>• Information about Line Managers and Supervisors moved to <i>Work Health and Safety Roles and Responsibilities at a Glance</i> document.</li> <li>• Changes to structure and formatting.</li> <li>• Additional information about First Aid Officers, Wardens, WHS Adviser etc added.</li> </ul>		

## Appendix 1: Legislative references and definitions

Term	Abbreviation (if applicable)	Definition
Australian Sports Commission	ASC	For the purposes of this Work Health and Safety Policy, the Australian Sports Commission covers Sport Australia (SportAUS) and the Australian Institute of Sport (AIS).
Contractor	N/A	A contractor is a worker, other than a worker employed directly by the ASC, who performs work for the ASC under a contract for the provision of goods or services. Contractors include sub-contractors. Under the WHS Act, we must ensure the health and safety of all workers. This includes contractors while they are on our sites. See s28 & s29 of the <a href="#">WHS Act</a> .
Due diligence	N/A	In general terms, due diligence, in the context of WHS, means taking reasonable steps to protect the health, safety and welfare of all workers and others who could be put at risk from work carried out as a part of the ASC. See s27 of the <a href="#">WHS Act</a> .
Employee Assistance Program	EAP	Confidential counselling and support services.
Health and Safety Consultation Arrangements	N/A	A PCBU must consult, so far as is reasonably practicable, with workers who carry out work for the business or undertaking and who are (or are likely to be) directly affected by a health and safety matter. See s27 of the <a href="#">WHS Act</a> . The ASC's consultation arrangements are set out in the Health and Safety Consultation Arrangements.
Health and Safety Representative	HSR	Health and Safety Representatives, commonly referred to as HSRs, are workers who are elected to represent the health and safety interests of their work group. See s68 of the <a href="#">WHS Act</a> .
Officer	N/A	Officers have high level WHS responsibilities under the WHS Act 2011 (the Act). An officer is a person who has significant decision-making abilities and financial control over a Person Conducting a Business or Undertaking (PCBU) or a substantial part of a PCBU See s27 of the <a href="#">WHS Act</a> .
Other persons	N/A	An athlete, visitor or member of the public who is not carrying out work for the ASC but is within the ASC workplace or is affected by the work carried out by the ASC. See s29 of the <a href="#">WHS Act</a> .



Person Conducting a Business or Undertaking	PCBU	The principal duty holder under the WHS Act is a 'person conducting a business or undertaking' (PCBU), which replaces the term 'employer' as principal duty holder. The ASC is considered to be a PCBU. See s19 of the <a href="#">WHS Act</a> .
Policy	N/A	A statement of principle which outlines statutory, regulatory or organisational requirements in line with the strategic direction of ASC and the Australian Government.
Policy and Procedure Register	PPR	A register of all Policy and Procedure Framework-compliant documents.
Procedure	N/A	Step-by-step instructions for operationalising particular policies (or similar) across the ASC or in a localised environment.
Provisional Improvement Notice	PIN	A provisional improvement notice is a notice that is issued to a person requiring them to address a health and safety concern in the workplace. See s90 of the <a href="#">WHS Act</a> .
<i>Public Governance, Performance and Accountability Act 2013</i>	PGPA Act	The <i>Public Governance and Performance Accountability Act 2013</i> (PGPA Act) establishes a cohesive system of governance and accountability for public resources, with an emphasis on planning, performance and reporting. The Act applies to all Commonwealth entities and Commonwealth companies.
Reasonably practicable	N/A	Reasonably practicable is a legal requirement for employers under health and safety legislation. It means doing what you are reasonably able to do to ensure the health and safety of workers and others like volunteers and visitors. See s18 of the <a href="#">WHS Act</a> .
Staff	N/A	Any person who carries out work (whether paid or unpaid) for the ASC. This includes: <ul style="list-style-type: none"> <li>• Employees</li> <li>• Trainees</li> <li>• Seconded</li> <li>• Volunteers</li> <li>• Work experience students</li> <li>• Contractors or sub-contractors</li> <li>• Employees of a contractor or sub-contractor</li> <li>• Employees of a labour hire company assigned to work for the ASC</li> </ul> See s29 of the <a href="#">WHS Act</a> .
Work Health and Safety	WHS	Work Health and Safety (WHS) is the discipline concerned with protecting the health and safety of all stakeholders in the workplace from exposure to hazards and risks resulting from work activities. See s3 of the <a href="#">WHS Act</a> .

<i>Work Health and Safety Act 2011</i>	WHS Act	An Act relating to work health and safety, and for related purposes. The main object of this Act is to provide for a balanced and nationally consistent framework to secure the health and safety of workers and workplaces.
<i>Work Health and Safety Regulations 2011</i>	WHS Regs	The Work Health and Safety Regulations 2011 (the WHS Regulations) describe how to prevent or minimise a risk at your workplace.
Workplace		<p>A place where work is carried out for a business or undertaking and includes any place where a worker goes, or is likely to be, while at work.</p> <p>See s8 of the <a href="#">WHS Act</a>.</p> <p>ASC workplaces include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Offices, venues and facilities operated by the ASC in a State or Territory, and</li> <li>• Office spaces, facilities or premises owned and/or operated by an entity other than the ASC and leased by the ASC.</li> </ul>
Workplace Support Officer	WSO	A first point of contact for ASC workers who feel they are being bullied, harassed or discriminated against.
WorkSafe Committee	WSC	A workplace committee established for the purpose of providing a forum for management and workers to identify and resolve health and safety problems, and to develop and monitor safe work systems and procedures.



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