

Victoria Police Manual

The Victoria Police Manual is issued under the authority of the Chief Commissioner in s.60, Victoria Police Act 2013. Non-compliance with or a departure from the Victoria Police Manual may be subject to management or disciplinary action. Employees must use the Code of Conduct – Professional and Ethical Standards to inform the decisions they make to support compliance.

OHS Fundamental obligations

Context

Victoria Police shares the obligations of all employers under the Occupational Health and Safety Act 2004.

As such, Victoria Police is committed to creating a safe and productive workplace by improving the Health, Safety and Wellbeing (HSW) for its employees. This commitment is demonstrated by the implementation and integration of measures that actively protect and promote the HSW of all employees. This commitment is also set out in the overarching VPM Health, Safety and Wellbeing Policy Statement.

The Safe-T-Works Management system is the framework on which the Occupational Health and Safety (OHS) suite of instruction has been modelled. By using this system as the framework and basis for Victoria Police policy, it ensures the requirements of the following benchmarks are addressed:

- *Occupational Health and Safety Act 2004*
- *Occupational Health and Safety Regulations 2017*
- *Workplace Injury Rehabilitation and Compensation Act 2013*
- Australian/New Zealand Standards.

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Definitions

Consultation has the same definition as s.35 of the Occupational, Health and Safety Act 2004 (OHS Act).

Issue means a hazard or concern that affects or could affect the HSW of anyone at a workplace (including employees, managers, visitors, suppliers and contractors).

Designated Work Group (DWG) refers to a group of employees who share similar workplace health and safety circumstances and is formed by negotiation with employees.

Designated Management Representative (DMR) is a person appointed to manage health and safety issues on behalf of Victoria Police for a DWG. This position is usually held by an inspector or above, or VPS equivalent.

HSW means Health, Safety and Wellbeing.

Scope and application

This policy applies to all Victoria Police employees. For the purposes of this policy, 'employees' include recruits. The content aims to assist the organisation in its provision and management of a workplace that is without risk to health and safety, as far as is reasonably practicable to all employees, visitors, and contractors.

Core Safety Accountabilities

A healthy and safe workplace depends on commitment from employees at all levels to take responsibility for certain fundamental accountabilities.

HSW accountabilities are to be:

- Clearly defined and extended to all business areas and processes
- Reflected in position descriptions; and
- Communicated.

1. Legislated requirements

1.1 *Employer responsibilities*

- The OHS Act requires employers to, as far as reasonably practicable, provide and maintain for employees a working environment that is safe and without risks to health (s. 21).
- To assist in compliance, the OHS Act provides an explanation of what is expected from employers to ensure health and safety and what is considered 'reasonably practicable' (s.20). Line Managers should familiarise themselves with this provision and guidance provided by WorkSafe Victoria to ensure it is applied when making decisions about OHS (for further information see section 24 of this policy).

1.2 *Employee duties*

Section 25 of the OHS Act requires employees to:

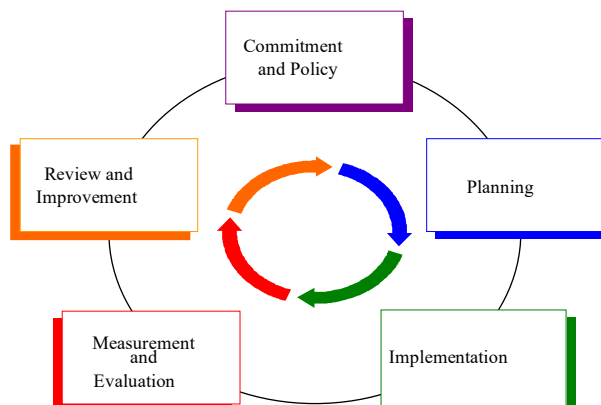
- Take reasonable care for their own health and safety;
- Take reasonable care for the health and safety of persons who may be affected by the employee's acts or omissions in the workplace; and
- Co-operate with their employer with respect to any action taken by the employer to comply with a legislative requirement.

2. Safe-T-Works Management System (Safe-T-Works)

2.1 *About Safe-T-Works*

- Safe-T-Works is Victoria Police's OHS management system. It is applicable to all employees and contractors and is implemented across the organisation through the policies, procedures and resources.
- The benefits of an effective OHS management system, such as Safe-T-Works, include:
 - Ensuring that employees have a clear understanding and awareness of the approach Victoria Police is taking to manage HSW across all operations and functions;
 - Ensuring that resources are directed in the most efficient way, giving consideration to identified priorities;
 - Providing a simple and cohesive framework for the many HSW-related projects;
 - Ensuring the organisation meets the requirements of the OHS Act and Workplace Injury Rehabilitation and Compensation 2013; and
 - Building improvements in overall HSW performance, in line with the organisation's strategic plan.
- Safe-T-Works aims to provide the frameworks for safe systems of work for employees, contractors and visitors. The frameworks establish a commitment to improving organisational HSW and give consideration to the diversity of work environments.
- Safe-T-Works is based on the five principles supported by the Australian and New Zealand standard AS/NZS: 4801: 2001 Occupational Health and Safety Management Systems:
 - Commitment and policy;

- Planning;
- Implementation;
- Measurement and evaluation; and
- Review and improvement.



- These five principles set out:
 - Instructions or procedures;
 - Who is responsible and timeframes for completion of certain actions;
 - Relevant references and definitions; and
 - Necessary forms and tools to achieve the required outcomes.

2.2 *Implementing Safe-T-Works*

To facilitate the practical application of the Safe-T-Works system and ensure employees are aware of their accountabilities and responsibilities, instructions are provided in the following documents:

- VPM OHS Hazard and Risk Management
- VPM OHS Incident Management
- VPM The Management and Return to Work of ill/injured Workers
- VPM WorkCover Claims
- VPM Purchasing, Contractor Management and Workplace Design
- VPM Safe-T-Works Measurement, Evaluation and Review
- VPM OHS Document Control and Records Management

2.3 *Managing Safe-T-Works*

- The Human Resource Department has ongoing responsibility for development, implementation and review of Safe-T-Works.
- Employees have a responsibility to ensure that the Human Resource Department is notified of issues or changes to practice which may impact the effective application of Safe-T-Works.
- To ensure the continual improvement of this OHS management system, regular audits must be completed in the workplace (see VPM Safe-T-Works Measurement, Evaluation and Review) and also of the system itself. This process is managed by the

Human Resource Department and includes an overall system review that takes into consideration the following:

- Legislative change;
 - Australian / International Standards;
 - Audit results;
 - Organisational information;
 - Incident / injury data;
 - External benchmarks;
 - Clarity of expression; and
 - User feedback following consultation.
- This broader system review is to be conducted every two years unless legislative or organisational changes require earlier action.

3. Victoria Police obligations

3.1 Governance

The Human Resource Department has established Health Safety and Wellbeing accountabilities and responsibilities relevant to each rank. Every employee is expected to be aware of the specific safety behavioural expectations and responsibilities that apply to them (see Your top 5 Safe-T-Works responsibilities relevant to your rank/level).

Section 24 of this policy provides a summary of the accountabilities applicable across the Safe-T-Works system for each of these roles and general responsibilities for specialist areas within Human Resource Department which support the Safe-T-Works system.

3.2 Planning

- Effective planning is essential for successfully implementing health and safety processes and initiatives and, as such, health and safety considerations should be integrated into all business planning and operational activities.
- HSW Plans should be integrated into the business plans at each level of the organisation and align with overarching corporate strategies. These plans must be developed in accordance with section 20 and 21 of this policy at each of the following levels:
 - Executive Command;
 - Region/Department/Command; and
 - Division.

3.3 Consultation and communication

- Effective HSW outcomes rely on the participation of all stakeholders. This is best achieved by active consultation and communication across all levels of the organisation (see section 10 to 19 of this policy for more details).
- To ensure issues are addressed, communicated to employees and appropriate consultation occurs on a local level:
 - Work Unit Managers and Health and Safety Representatives have specific rights and responsibilities in the consultation process (see section 11 of this policy);

- Health and Safety Committees must be formed within 3 months when requested by a Health and Safety Representative (HSR), or otherwise where there is an interest in forming such a committee, in accordance with section 2 of this policy and then hold quarterly meetings; and
- Work Unit Managers must ensure Occupational HSW (HSW) noticeboards are created and maintained in the workplace (see section 12 of this policy).

3.4 *Health and Safety Representatives*

- To facilitate communication and consultation process, a HSR may be elected from within each Designated Work Group (DWG). A DWG is a group of employees who share similar workplace health and safety circumstances.
- The HSR is the DWG's representative on health and safety matters and:
 - May be a liaison between the employer and employees in relation to OHS issues (see section 11 of this policy for what is involved); and
 - Holds a position on any local OHS Committee established for their area (see section 4 to 6 of this policy) for their role on this committee).

3.5 *Resourcing*

- Victoria Police is committed to providing the necessary resources to ensure the effective implementation of HSW Plans. Refer to section 20 and 21 of this policy for requirements of these plans.
- Region/Department/Commands should allocate resources to support effective OHS risk management according to a risk assessment and corporate governance requirements.

3.6 *Training*

- To ensure the effective implementation and maintenance of the Safe-T-Works management system, employees (including Work Unit Managers) are to undertake OHS training appropriate for their role. Further, managers must ensure that employees under their supervision have the appropriate knowledge, skills and competencies to perform their work safely (see section 7 to 9 of this policy).

Health and Safety Committees

4. General

Health and Safety Committees (HSCs) plan HSW improvements and promote safe work practices. Effective HSCs contribute to the implementation and monitoring of HSW in the workplace.

As required by the OHS Act, where a committee has been established it must meet at least every three months, and at any other time if at least half of its members request a meeting.

5. Role and function

The role of HSCs also described in the Safe-T-Works document Roles and Responsibilities Health and Safety Committees is to:

- Identify, investigate and make recommendations to management on Region/Department/Command workplace health and safety issues.

- Actively promote a positive safety culture.
- Facilitate the implementation of health and safety activities and proactive prevention programs.
- Consider the broader issues of health and safety in the workplace.
- Review compliance with and the appropriateness of health and safety policy and procedures.
- Review the effectiveness of established prevention programs, procedures and standards using a continuous improvement cycle methodology, recommending change as necessary.
- Provide a forum for consultation with HSRs and employees on workplace health and safety matters.
- HSC members may bring to the meeting health and safety issues, knowledge and information from their workplace. As committee members, they have the opportunity to contribute to workplace health and safety through:
 - Development and promotion of safety and prevention programs;
 - Reporting on workplace inspections;
 - Monitoring the appropriateness of workplace procedures/equipment;
 - Reporting on workplace injuries or near miss incidents and oversee incident investigation systems;
 - Considering health and safety suggestions from employees; and
 - Monitoring issue resolution activities.

6. Management and structure

6.1 General requirements

- HSCs must:
 - Be established at Division (or equivalent) level;
 - Be convened at least quarterly; and
 - Have a terms of reference.
- Divisional HSCs can meet more frequently if at least half of the members request it.
- The HSC terms of reference should be available to the DWG.
- Where Police Service Areas (or equivalent) HSCs exist, it is recommended that these meetings be held more frequently than quarterly.

6.2 Committee structure

- HSCs must:
 - Comprise at least 50% employee representation (as far as practicable, these representatives should be HSRs or deputy HSRs) and employer representatives should be Work Unit Managers; and
 - Meet at least quarterly.
- HSCs may also elect a chairperson and secretary from the committee members, who will undertake the following:
 - Control and close discussions;
 - Ensure the committee operates within its stipulated terms of reference;
 - Summarise discussions and ensure decisions are recorded;

- Ensure actions are allocated to individuals and have attached timeframes;
- Ensure the committee meets as per legislative requirement (i.e. at least quarterly);
- Ensure the names and contact details of HSRs for identified DWGs are posted and maintained on the Intranet and noticeboards;
- Prepare and circulate meeting agendas, relevant papers and minutes, and seek agenda items from committee members;
- Arrange and communicate meeting venue and time;
- Monitor and record the progress of action items, and resolutions;
- Manage incoming and outgoing correspondence;
- Raise issues to committee on behalf of DWG members;
- Communicate outcomes and progress of committee issues to DWG;
- Identify, investigate and make recommendations on the management of HSW issues;
- Actively promote a safety culture;
- Support the implementation of proactive prevention programs;
- Consider employee HSW suggestions provided to members and at meetings;
- Contribute to agenda, meeting discussion and sub-committees as required; and
- Complete allocated actions.

6.3 *Committee responsibilities*

The HSC should undertake the following functions:

- Review and monitor the implementation of regional and divisional HSW plans.
- Review incident and injury data, trend analysis, together with identification of preventative strategies and initiatives.
- Provide feedback on the effectiveness of controls raised by the committee representatives or those they represent.
- HSRs to bring to the committee, concerns raised by members of their DWG.
- Determine short, middle and long-term preventative actions to improve safety in the workplace.
- Communicate HSC initiatives, findings and outcomes to DWG members represented at the HSC.

6.4 *HSC meetings*

- All meetings should follow a meeting agenda that focuses on planning, risk reduction and injury prevention.
- Minutes must be taken for all committee meetings and made available to all members of the DWG either digitally or in hard copy (see Health and Safety Committee Minutes Template).

6.5 *Evaluating HSC effectiveness*

- To ensure the HSC is operating effectively and positively affecting the workplace, the Chairperson should monitor its performance, and propose adjustments to its processes, structure and operation as required.
- An annual review of effectiveness should be undertaken by the Chairperson, using the Health and Safety Committee Effectiveness Questionnaire.

6.6 *Committee training*

The HSC Chairperson should arrange for committee training (accessed by contacting the relevant OHS Consultant, Human Resource Department) for new members of the committee.

HSW Training

7. Purpose

- For effective implementation and maintenance of the Safe-T-Works management system, all Victoria Police employees should have the appropriate knowledge, skills and competencies to perform their work safely.
- In addition to existing formal, legislated training, Victoria Police will also provide appropriate organisation-based HSW education programs, consistent with identified training needs and identified HSW strategic organisational goals. Where appropriate, this training will be integrated into Victoria Police training programs.

8. Human Resource Department responsibilities

8.1 *Training needs analysis*

Human Resource Department are required to conduct a HSW training needs analysis every two years. It aims to identify HSW training needs and be the basis for a Safe-T-Works Management System Learning and Development Framework covering each classification of employee within Victoria Police. Training needs for employees should identify areas to develop skills and experience, so the employee may successfully fulfil their responsibilities.

8.2 *Program development*

HSW Training Programs will be developed in response to the HSW training needs analysis. Human Resource Department will develop the programs in consultation with relevant stakeholders and integrate them into Victoria Police training programs where possible.

8.3 *Program delivery*

Delivery of HSW Training will be coordinated through a range of mediums including face to face and on-line utilising both internal and external training providers.

8.4 *Program evaluation*

Human Resource Department will evaluate and review HSW Training programs to ensure currency and effectiveness.

9. Work Unit Manager Responsibilities

9.1 *Health safety and wellbeing induction*

Employees are required to complete the Victoria Police HSW Induction Program within three months of commencing employment, or whenever their position or place of work substantially changes.

Work Unit Managers must maintain a record of employees who have completed this induction program.

Contractors must also complete an organisation-wide OHS Induction and a site specific program.

9.2 *HSW training*

The Work Unit Manager is responsible for determining the HSW training needs for employees under their supervision, ensuring relevant training is undertaken and keeping records accordingly.

OHS Consultation and Communication

10. Legislative requirements

All employees have a basic responsibility to engage in health and safety issues to support the development and improvement of OHS practice. In addition, the OHS Act makes specific provision regarding consultation, as follows:

- That employers, so far as reasonably practicable, consult with affected employees in relation to OHS matters (s.35); and
- That employees are to be consulted by sharing with them information about the matter, giving the employees reasonable opportunity to respond, and taking into account their views (s.36).

11. Specific responsibilities

As indicated, to ensure appropriate consultation occurs on health and safety issues at a local level, Work Unit Managers and HSRs have specific responsibilities.

11.1 *Work Unit Managers*

To facilitate consultation and communication within the workplace, Work Unit Managers have the following responsibilities:

- Consult on matters that directly affect, or are likely to affect, the health and safety of employees, contractors and their employees. This includes:
 - Identifying and assessing hazards or risks;
 - Making decisions about control measures;
 - Making decisions about HSW-related procedures;
 - Making decisions about facilities;
 - Determining membership of HSCs; and
 - Proposing changes that may affect the health and safety of employees.
- Meet with HSRs to receive/provide relevant information about specific HSW issues.
- Enable HSRs to meet with employees to provide information on particular matters and seek their views.
- Consider comments and suggestions received from HSRs and employees before a final decision is made.
- Maintain documentation from meetings with HSRs and management. This should include who attended, agreed actions and timeframes for completion.
- Inform HSRs and employees, through an appropriate means of communication, (i.e. noticeboards, email, etc.) of all decisions resulting from consultation.

- Seek advice and assistance at any stage of the process from the local OHS Consultant, WorkSafe, or employee associations.

11.2 *Health and Safety Representatives*

To facilitate consultation and communication within the workplace, and in compliance with s.58 of the OHS Act, HSRs may:

- Represent their designated work group on health and safety matters.
- Work with Work Unit Managers to promote a safe and healthy workplace.
- Monitor the measures taken by Work Unit Managers to comply with s.21 of the OHS Act.
- Provide feedback to employees following discussions with management about the issues in a timely manner.
- Maintain documentation from meetings held between HSRs and management, including who attended, agreed actions and timeframes for completion.
- Exercise powers as described in the OHS Act.

The role of the HSR is also described in the Safe-T-Works document, Roles Health and Safety Representatives available on the intranet.

12. Occupational Health, Safety and Wellbeing noticeboards

12.1 *Work Unit Manager Responsibilities*

Work Unit Managers are responsible for ensuring an OHS and Wellbeing (OHSW) noticeboard is created and maintained in their workplace.

Work Unit Managers are responsible for reviewing the work place and allocating a specific noticeboard, or section of an existing noticeboard, where OHSW information can be displayed and is readily seen by all employees. Large or multi-level workplaces may have OHSW noticeboards at a number of locations in the workplace.

12.2 *Content of the OHSW noticeboard*

The following items should be listed on the OHSW noticeboard and updated as required:

- Victoria Police's Commitment to Safety;
- OHS Issue Resolution Procedure/Flowchart;
- Names of local HSRs and their deputies (where relevant), and HSC management representatives;
- HSC meeting minutes;
- If You Are Injured poster;
- Current Hazard Alerts (available from the Intranet);
- Emergency evacuation plans;
- Emergency Control Team Names;
- First aid kit locations, name of First Aid Officers, contact details for local emergency medical providers/facilities;

- Ill and Injured Employees poster (available from Injury Management Consultants); and
- Other items published from time to time can be displayed to increase employee awareness of current and new HSW information.

OHS Issue Resolution

13. Context

- Victoria Police is committed to the timely and effective resolution of health and safety issues. Co-operative consultation gives managers and employees the opportunity to resolve health and safety issues quickly and effectively.
- This instruction allows for employees, managers or employee associations to escalate Region/Department/Command issues through agreed issue resolution and consultation arrangements. An issue believed to be common to all Region/Department/Commands should not immediately be escalated organisationally, this should only occur where issues cannot be resolved by the Region/Department/Command. Success stories however should be escalated for broader consideration of application.
- Organisational issues may be identified via the local Issue Resolution processes. Issues identified by external stakeholders, such as an occupational health and safety roundtable meetings, employee associations and WorkSafe are not covered by this instruction and are overseen by Human Resource Department in consultation with the Region/Department/Command.
- If situations arise which may impact on the whole organisation a prompt response is essential. This may occur through changes to policy, resourcing, operational or administrative procedures, equipment or building modifications, policy and procedure development, or technological and occupational health and safety improvements.

14. Risk prevention

- When introducing new processes or equipment, every effort should be made to address HSW risks in the workplace in the planning stage. This should be done consultatively and before the source of a risk is introduced.
- In the event that preventative action does not take place, or is not effective, this instruction provides for the escalation of the resolution process.

15. Issue/hazard identification and resolution

- If a HSW hazard/issue is identified, it is to be discussed locally, involving the employee, relevant workplace manager/supervisor or the HSR, consistent with the escalation flowchart.
- If the issue concerns an immediate threat to the health or safety of any person, a direction to cease work may, after consultation, be initiated by a Work Unit Manager and/or HSR. If a cease work occurs, the Designated Management Representative (DMR) must notify the HSC, local OHS Consultant and Workplace Relations, Human Resource Department of the cease work directive.

- If the issue is not resolved, the HSR and DMR and/or the relevant union should seek a resolution. This should be a considered, researched and planned response and can include interim control measures.
- If there is no agreed resolution at the local level, or an agreed solution is beyond the control/authority of the local manager, the issue should be referred to the relevant Region/Department/Command's Senior Manager within seven days. Employees should be kept informed of all progress on the issue.
- The Work Unit Manager (in consultation with their line manager, HSRs and HSC) retains responsibility for monitoring and managing the resolution of the issue at the Region/Department/Command level. Documentation outlining the issue and steps taken to resolve it should be prepared as soon as reasonably practicable and distributed to the HSC, HSR and relevant management.
- Further action to resolve the issue at the Region/Department/Command level may include referring the issue to a problem-solving group or HSC. The issue should be progressed as quickly as possible (with reference to the risk level identified in the risk assessment) and interim control measures introduced as appropriate. Employees should be kept informed of all progress on the issue.
- When an issue is resolved at the Region/Department/Command level, the Work Unit Manager should record the outcomes and provide a report to the affected employees. Consideration should be given to dissemination of the solution across the organisation through the HSC.
- If the issue cannot be resolved at the Region/Department/Command level, and it is an organisation-wide issue, the Region/Department/Command Head should assume responsibility for escalating the issue, and managing the resolution and implementation process.
- The Region/Department/Command Head should engage relevant Region/Department/Commands and HSC for advice and assistance in resolving the matter.
- The Region/Department/Command Head should provide periodic reports to their Region/Department/Command HSC to keep them informed of progress in resolving the matter.

16. Direction to cease work

- A direction to cease work may be given in accordance with s.74, OHS Act.
- The OHS Act requires that, if an OHS issue concerns an immediate threat to the health or safety of any person, a direction to cease work may be initiated by a management representative and/or HSR. Prior to issuing the direction, consultation must occur between the affected manager and HSR.
- If a cease work occurs, the DMR must notify the HSC, local OHS Consultant and Workplace Relations, Human Resource Department of the cease work directive.

17. Obtaining advice

- Advice and assistance can be sought at any stage of the process from HSC and Human Resource Department.
- Employee associations and WorkSafe Victoria may also be consulted for assistance or information if required.

18. Issuing a provisional improvement notice

- An HSR may, after consultation (see above), issue a Provisional Improvement Notice (PIN) if they believe, on reasonable grounds, there is a contravention of OHS legislation.
- The Work Unit Manager must notify affected employees and display the PIN in the workplace. A WorkSafe Inspector may be called in, who may affirm with or without modifications or cancel the PIN.
- The DMR must notify the HSC and Workplace Relations.
- Any appeal is to be pursued through WorkSafe Victoria within seven days of the PIN issue.
- Information on the issue and the solution must be recorded and reported to the affected employees and the HSC by the Work Unit Manager responsible for resolving the issue.

19. Appeals process

- The HSR, management representatives or affected employees may appeal directly to WorkSafe against the actions (or non-actions) of a WorkSafe Inspector.
- The HSR, management representatives or affected employees may appeal against the findings of WorkSafe to the Victorian Civil and Administrative Tribunal.

OHS Planning

20. Health, Safety and Wellbeing plans

HSW Plans should:

- Be integrated into all business plans and operational activities to ensure HSW is a priority at every level of the organisation;
- Align with the strategic plan and from objectives set by higher level business plans;
- Be revised annually to encourage continuous improvement; and
- Address budget and resource requirements as required by section 1 of this policy.

21. Criteria

21.1 General

HSW Plans are required to be developed at each of the following levels, with each plan feeding into the governing HSW Plan:

- Executive Command;
- Region/Department/Command;
- Division; and
- Local level if required.

21.2 *Corporate planning*

- Executive Command is required to develop a HSW Plan. This strategic plan should be integrated in to the organisation's business plan and be communicated to all employees.
- As far as reasonably practicable, human, physical and financial resources should be made available to achieve corporate HSW objectives.

21.3 *Region/Department/Command planning*

- Region/Department/Command Heads are required to develop a Region/Department/Command HSW Plan aligned to the organisation's Safety Strategy.
- The Departmental HSW Plan should be developed in consultation with relevant managers, HSRs, employees and other stakeholders and be based on information obtained from Region/Department/Command's health and safety data (e.g. incident and hazard reports, HSC meetings, OHS audits), as well as relevant external factors and sources (e.g. new or proposed changes in public policy/legislation, external organisational research or experience).
- The plan should focus on the prevention and control of risks, and include clear objectives, actions, responsibilities, timeframes, review and completion dates.
- Items not completed the previous year should be integrated into the plan each year.

21.4 *Divisional planning*

- Senior Managers are required to develop a HSW Plan at a divisional (or equivalent) level, which aligns to the Region/Department/Command HSW Plan and includes locally identified HSW risk control measures.
- The Divisional HSW Plan should be developed in consultation with relevant managers, HSRs and employees and its focus should be on:
 - Prevention and control of risks; and
 - Elimination of hazards.
- Divisional HSW Plans should include:
 - Clear objectives;
 - Actions and responsibilities;
 - Timeframes; and
 - Review and completion dates.
- Information that may assist in the development of the Divisional HSW Plan includes:
 - Health and safety incident and hazard data/trends;
 - Hazard inspection checklist reports;
 - Safe-T-Works audit findings;
 - Risk assessments;
 - Incident and Hazard reports and investigations; and
 - HSC initiatives.
- The Divisional HSW Plan should be communicated to employees within the Division.
- Performance against the HSW Plan should be a standard agenda item at quarterly divisional HSC meetings.

21.5 *Local level planning*

Work Unit Managers may use the Divisional HSW Plan to identify action items and initiatives that can be implemented at a PSA/Unit and Station level. These initiatives should be reviewed quarterly.

OHS Roles and Responsibilities

22. Legislated requirements

The OHS Act requires employers to, as far as reasonably practicable, provide and maintain for employees a working environment that is safe and without risks to health (s.21). Under s.20, a person (which includes both employees and the employer) is required to:

- Eliminate risks to health and safety so far as is reasonably practicable; and
- If it is not reasonably practicable to eliminate risks to health and safety, to reduce those risks so far as is reasonably practicable.

When determining what is reasonably practicable, s.20 (2) stipulates that the following factors should be considered:

- The likelihood of the hazard/risk concerned eventuating;
- The degree of harm that would result if the hazard/risk eventuated;
- What the person concerned knows, or ought reasonably to know, about the hazard or risk and any ways of eliminating or reducing the hazard/risk;
- The availability and suitability of ways to eliminate or reduce the hazard/risk; and
- The cost of eliminating or reducing the hazard/risk.

23. Health Safety and Wellbeing governance

A healthy and safe workplace depends on commitment from employees at all levels to take responsibility for certain fundamental accountabilities. These responsibilities and accountabilities are available on the intranet (see section 7 to 9 of this policy).

24. Safety roles and core responsibilities

24.1 *Executive Command*

Members of the Executive Command are expected to:

- Actively sponsor and advocate HSW of all Victoria Police employees.
- Display safety leadership in a positive, honest and caring manner.
- Take ownership for the organisation's safety performance and ensure accountabilities are integrated into performance reviews.
- Ensure adequate resources are made available for organisational HSW programs.
- Establish the corporate direction of HSW in the form of strategies and targets that enhance safety performance and improvement.
- Regularly monitor and review this performance.

24.2 Assistant Commissioners/Executive Officers/ Commanders

Employees at this level are expected to:

- Integrate Health, Safety and Wellbeing planning into all business activities and decisions.
- Display a demonstrated commitment to HSW.
- Ensure adequate resources are made available for Health, Safety and Wellbeing programs and staff are adequately trained.
- Ensure health and safety measures and Safe-T-Works audit results are incorporated into performance appraisal accountabilities and discussion.
- Review safety KPIs on a regular basis and implement strategies to address issues.

24.3 Superintendents / VPS6s & VPS7s

Employees at this level are expected to:

- Integrate HSW planning into all business activities and decisions. Develop and implement a local HSW plan in consultation with employees to achieve safety performance improvements within their respective portfolio/work area.
- Display a demonstrated commitment to HSW. Chair OHS Committees and build effectiveness and follow up on agreed actions.
- Ensure incorporation of health and safety measures and audit results into performance appraisal accountabilities and discussion.
- Review HSW key performance indicators (e.g. Compstat data) on a regular basis and implement strategies to address issues.
- Oversee and support the return to work of ill and injured employees. Attend claim review meetings and conciliation as required.

24.4 Inspectors / VPS5

Employees at this level are expected to:

- Integrate HSW planning into all business activities and decisions. Develop and implement a local HSW plan in consultation with employees to achieve safety performance improvements within their respective portfolio/work area.
- Effectively implement Safe-T-Works within their area of authority. Participate in Safe-T-Works audits and develop and implement their action plan with the assistance of their OHS Consultant. Ensure Safe-T-Works self-assessments are conducted annually.
- Review safety KPIs on a regular basis.
- Participate and support local and Divisional OHS Committees.
- Oversee and support the return to work of ill and injured employees. Attend claim review meetings.

24.5 *Senior Sergeants / VPS5s*

Employees at this level are expected to:

- Ensure employees undergo OHS online induction, local workplace induction and other related health and safety training as required. Ensure records are maintained (see section 3 of this policy).
- Display a commitment to the HSW of their staff. Foster a supportive and effective health and safety consultation process, including HSRs and OHS committees.
- Communicate to staff on a regular basis and resolve OHS issues or escalate as needed. Assist in the implementation of local HSW plan initiatives and any actions required following a Safe-T-Works audit.
- Ensure reported and identified hazards are investigated (where appropriate), actioned and recorded appropriately on HR Assist and mitigating strategies introduced to prevent them from reoccurring, leading to reduced risk (see VPM OHS Hazard and Risk Management).
- Ensure regular hazard workplace inspections are conducted (see VPM OHS Hazard and Risk Management)
- Manage on-site contractor safety (see VPM Purchasing, Contractor Management and Workplace Design).
- Assess and control the risks affecting their workplace and staff. Reference relevant procedures.
- Ensure an emergency evacuation plan is in place and nominated staff has current first aid training.
- Ensure appropriate supply and usage of personal protective equipment (see VPM OHS Hazard and Risk Management)
- Manage the return to work program for any injured employee with the assistance of the Injury Management Consultant. Regularly contact and support staff returning to work after injury and maintain confidentiality of documents.

24.6 *Sergeants / Supervisors / VPS4s*

Employees at this level are expected to:

- Complete OHS online induction and other required training.
- Display commitment to health and safety and apply safe work practices and guide others to do so. Raise awareness of safety briefings, read outs and other forums.
- Identify OHS hazards and issues and participate in their resolution with managers
- Report and investigate all workplace incidents and injuries, including near misses (record on HR Assist). Discuss during debriefs.
- Support their staff returning to work after injury. Actively participate in rehabilitation/return to work program if injured and unable to perform the role.

24.7 *Constables / Senior Constables / VPS1s – VPS3s / PSOs / PCOs / Recruits*

Employees at this level are expected to:

- Complete OHS online induction and other required training.

- Follow safe work practices in their day to day work. Use personal protective equipment provided. Assess risks dynamically on the job.
- Identify OHS hazards and issues and report them to their Manager, Supervisor or HSR.
- Report and help investigate workplace incidents and injuries, including near misses (record on HR Assist).
- If appropriately trained, administer first aid to colleagues as required.
- Actively participate in rehabilitation/return to work program if injured and unable to perform the role. Support their colleagues returning to work after injury.

25. Human Resource Department responsibilities

Specialist areas within the Human Resource Department are responsible for maintaining and supporting the health safety and wellbeing systems within the organisation. The following sections detail some of the responsibilities of these work areas.

25.1 *Health, Safety and Wellbeing Division*

A core responsibility of the Health, Safety and Wellbeing Division, Human Resource Department is to:

- Develop and maintain a HSW management system in consultation with employee representation. Within Victoria Police, the management system is known as Safe-T-Works.
- Adequately provision specialist resources (human, physical and financial), for health and safety programs.
- Drive, enable, and support systematic improvement in safety performance through strategic planning.

25.2 *OHS and Strategy, Audit and Systems Branches, Health, Safety and Wellbeing Division*

Core responsibilities of the OHS and Strategy, Audit and Systems Branches, Health, Safety and Wellbeing Division include:

- To provide technical expertise, advice and support.
- Guiding and advising managers, employees, employee associations, OHS service providers and others as required regarding the development, implementation, monitoring and review of Safe-T-Works. This may include:
 - HSW plans and strategies;
 - Data and trends analysis;
 - Training; and
 - Special projects.

25.3 *Injury Management Branch, Health, Safety and Wellbeing Division*

Core responsibilities of the Injury Management Branch, Health, Safety and Wellbeing Division include:

- Providing technical expertise, advice and support on injury management and return to work.

- Guiding and advising managers, employees, health service providers and others as required regarding the facilitation of early intervention. This may include return to work strategies, data and trends analysis and training.

25.4 **WorkCover Branch, Health, Safety and Wellbeing Division**

Core responsibilities of the WorkCover Branch, Health, Safety and Wellbeing Division include:

- Providing technical expertise, advice and support on WorkCover matters.
- Guiding and advising managers, employees, the organisational insurer and others as required in the effective management of WorkCover claims.

Providing data and trends analysis in relation to WorkCover as required.

Related documents

- *Occupational Health and Safety Act 2004*
- *Occupational Health and Safety Regulations 2017*
- *Workplace Injury Rehabilitation and Compensation Act 2013*
- Australian/New Zealand Standards
- WorkSafe Section 12 Guideline How WorkSafe Applies The Law In Relation To Reasonably Practicable
- AS/NZS: 4801:2001 (Occupational Health and Safety Management Systems)
- Health and Safety Committee Agenda template
- Health and Safety Committee Minutes Template
- Health and Safety Committee Effectiveness Questionnaire
- Health, Safety and Wellbeing Online Induction (Employee)
- Station / Site Specific OHS Induction (Employee)
- Contractor OHS Induction Handbook
- Contractor Information and Checklist
- Victoria Police's Commitment to Safety
- VPM – Health, Safety and Wellbeing Policy Statement
- OHS Issue Resolution Procedure Flowchart
- If You Are Injured poster
- OHS Risk Assessment Form
- WorkSafe - Information for Health and Safety Representatives
- WorkSafe – Employee Representation

Further advice and information

For further advice and assistance regarding this Policy, contact Health, Safety and Wellbeing Division, Human Resource Department.

Update history

DATE UPDATED	SUMMARY OF CHANGE	FORCE FILE NUMBER
09/06/20	VPM OHS fundamental obligations consolidates and replaces VPMP OHS fundamental obligations, VPMG Health and safety committees, VPMG Health safety wellbeing training, VPMG OHS consultation and communication, VPMG OHS issue resolution, VPMG OHS planning, VPMG OHS roles and responsibilities and VPMG Safe-T-Works management system.	FF – 118486 (drafts and PLO feedback) FF – 085816 (approval)