



# Workplace Injury Prevention Policy Statement

The signatories to this Policy Statement each recognise the broad legislative requirements that apply to the Assembly workplace under the *Work Health and Safety Act 2011* to provide and maintain a safe workplace and safe systems of work for all workers.

This Policy Statement:

- recognises that the health, safety and welfare of workers in the Assembly are of primary importance and that accountability for workers' safety at work rests with Members and the Clerk;
- acknowledges that aspects of the Assembly workplace are unique with the 25 Members and the Clerk having individual, as well as some shared, employer responsibilities - and seeks to ensure that these differences do not interfere with effective injury prevention and management and genuine leadership on those issues;
- recognises that the level of workplace injury in the Assembly has historically been quite low by Territory standards. As such, the Assembly is committed to maintaining a workplace that is healthy and safe for all concerned and where effective prevention and management of illness and injury are important priorities; and
- endorses the "Responsibilities in Relation to Health and Safety" developed by the Assembly's Health and Safety Committee that accompany this Policy Statement.

The signatories below are committed to:

- continuously improving injury prevention performance, reflected in plans developed by the Assembly's Work Safety Committee;
- maintaining consultation and communication to accomplish our common health and safety goal;
- promoting a work safety culture;
- allocating resources to ensure that all workers understand the basic principles of injury prevention and management, including making expert assistance available, where necessary;
- enabling Health and Safety Representatives (HSR's) and managers to be appropriately trained and able to carry out their statutory functions; and
- maintaining appropriate information and reporting systems are maintained.

This policy will be subject to regular review.

Mark Parton MLA  
Speaker

Andrew Barr MLA  
Chief Minister

Leanne Castley MLA  
Leader of the Opposition

Shane Rattenbury MLA  
Leader ACT Greens

Fiona Carrick MLA  
Independent

Thomas Emerson MLA  
Independent

Tom Duncan  
Clerk of the Legislative Assembly

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# Responsibilities in Relation to Health and Safety

## Tier 1: Person Conducting a Business or Undertaking

All Members and the Clerk are recognised as a Person Conducting a Business or Undertaking (PCBU) under the *Work Health and Safety Act 2011* (WHS Act). PCBUs have overall responsibility for the protection of workers' health and safety, and provide leadership for WHS activities within the Assembly.

PCBUs will allocate responsibility, accountability and authority for the implementation and effective management of work safety arrangements and processes, which will:

- ensure that health and safety is a management responsibility, which is known and accepted at all levels;
- establish effective arrangements to identify work-related hazards, control risks, and promote health at work;
- support health and safety education ;
- support injury prevention and health promotion programs; and
- provide appropriate resources to ensure that persons responsible for health and safety matters, including health and safety representatives and health and safety committee members, can perform their functions properly.

## Tier 2: Officers (Executives/ Senior Directors and MLA Chiefs of Staff)

The *Work Health and Safety Act 2011* (WHS Act) defines Officers as a person who makes or participates in making decisions that affect the whole, or a substantial part of a business or undertaking. All Officers have a duty to exercise due diligence to ensure their PCBU meets their duties to protect workers and other persons against harm to health and safety. Officers must take every reasonably practicable step to achieve the objectives of the prevailing health and safety policies, strategies, and arrangements. This will include:

- acquiring and maintaining knowledge on WHS matters;
- maintaining the workplace in a safe and healthy condition;
- ensuring all workers have access to information and training, and supervision, enabling them to work in a safe and healthy manner;
- providing information on health and safety when inducting new workers;
- informing and consulting with workers regarding significant workplace changes that will impact on the health and safety of workers;
- ensuring safe systems of work and access to and egress from the workplace;
- developing, implementing and monitoring arrangements for the safe use, handling, storage and transport of plant and substances; and
- providing information to the relevant corporate office of incidents that have implications for the health and safety of workers.

### Tier 3: Workers

Workers have an important role to play in the achievement of the objectives of this Strategy. In particular, they have a responsibility to:

- take all reasonable steps to protect their own and other workers' safety;
- make proper use of all safeguards, safety devices and personal protective equipment provided by their employer;
- follow safe working practices and rules;
- inform management or health and safety representatives of risks, hazards and incidents in the workplace;
- report all accidents, injuries or incidents to their supervisor;
- remove themselves (including the cessation of work where appropriate) from any immediate threat to their health and safety in accordance with the provisions of the WHS Act; and
- undertake Health and Safety awareness training, and any other Health and Safety training that is relevant to their employment.

### Tier 4: Third Parties

The Assembly will take all reasonably practicable steps to ensure Members, contractors, students and the public are not exposed to risks to their health and safety within its workplaces. While in the Assembly they are expected to:

- take all reasonable steps to protect their own and other workers' safety;
- make proper use of all safeguards, safety devices and personal protective equipment provided by the Assembly;
- follow safe working practices and rules;
- inform management or Health and Safety Representatives of risks, hazards and incidents in the workplace;
- report all accidents, injuries or incidents to the relevant Member or manager; and
- remove themselves (including the cessation of work where appropriate) from any immediate threat to their health and safety in accordance with the provisions of the WHS Act.

## Other Responsibilities:

Apart from the groups above, some managers/workers will have additional responsibilities including:

### Workplace Health and Safety Committee

The *Legislative Assembly Workplace Health and Safety Committee* (the Committee) is established as a consultative and communicative forum that is responsible for overseeing the requirements of the WHS Act as they relate to the Legislative Assembly and the Office of the Legislative Assembly (OLA). The committee is the primary communication channel for Assembly workers, through workplace and management representatives, regarding workplace health and safety matters. WHS Act sets out the functions of such a committee, as follows:

- a) *to facilitate cooperation between the person conducting a business or undertaking and workers in instigating, developing and carrying out measures designed to ensure the workers' health and safety at work;*
- b) *to assist in developing standards, rules and procedures relating to health and safety that are to be followed or complied with at the workplace; and*
- c) *any other functions prescribed by regulation or agreed between the person conducting the business or undertaking and the committee.*

### Health and Safety Representatives

Health and Safety Representatives are important in ensuring health and safety in the workplace. The WHS Act sets out specific powers and functions that a Health and Safety Representative can perform in the interests of the workers they represent. This includes:

- representing workers in their work group in relation to work health and safety matters;
- monitoring the measures taken by the person in control of a business or undertaking to comply with the WHS Act in relation to their work group members;
- investigating complaints from work group members about work health and safety; and,
- inquiring into anything that appears to be a risk to the health or safety of work group members, arising from the conduct of the business or undertaking.

Health and Safety representative may also exercise their powers and functions:

- if there's a serious risk to health or safety emanating from an immediate or imminent exposure to a hazard that affects or may affect a member of another work group
- a member of another work group asks for the representative's assistance
- where the health and safety representative or deputy health and safety representative for another work group are unavailable.

## Relevant Corporate area

The relevant Corporate area will take every reasonably practicable step to facilitate the achievement of the objectives of this Strategy. This will include:

- promoting health and safety initiatives;
- providing information and arranging health and safety training;
- providing information on health and safety in induction material;
- facilitating consultation regarding significant workplace change that will impact on the health and safety of workers;
- managing the processing of compensation claims, and the reporting of accidents and incidents; and
- participate in whole-of-government WHS policy development.