



WORK HEALTH & SAFETY COMMITMENT STATEMENT

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Chair
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State Library of Queensland

OUR GOAL

State Library aims to provide work practices, a work environment and work culture that is free from harm and encourages safety as an absolute priority to visitors and workers (including contractors and volunteers).

OUR COMMITMENT

We are committed to providing a safe workplace for our visitors, staff, volunteers and contractors. This statement defines the principles of our commitment and our dedication towards the continuous improvement of health and safety in the workplace.

All members of the State Library community have a collective and individual responsibility to work safely and be engaged in activities to help prevent injury or illness. Individual commitment and team effort are essential to ensure that hazard identification and risk management become everyone's responsibility.

This statement sets out the overarching principles for State Library's commitment and management of work health and safety (WHS) requirements.

OUR PLAN

We are committed to:

- Promoting a culture of continuous improvement in work health and safety
- Building and maintaining a workplace environment and culture that supports safety
- Encouraging and facilitating active participation in a range of safety initiatives
- Developing and implementing the procedures and guidelines
- A risk management process that is consistent with the nature of our activities and scale of WHS risks
- Complying with relevant WHS legislation and other requirements
- Providing appropriate safety training and information to all staff
- Consultation processes that ensure workers and other Persons Conducting a Business or Undertaking (PCBU) are included in the decision-making processes impacting on WHS
- The dissemination of appropriate WHS information to all workers and PCBUs
- Consistent implementation and application of the provisions of this commitment statement across all areas of our business activity and on all sites where our activities are undertaken.

RESPONSIBILITIES

PERSONS CONDUCTING A BUSINESS OR UNDERTAKING

State Library, as the PCBU, has the responsibility, so far as is reasonably practicable, to eliminate risks to the health and safety of its workers and where elimination is not possible, to minimise those risks. State Library will also ensure, so far as is reasonably practicable, that other persons are not put at risk from activities being undertaken by State Library or on State Library's behalf.

OFFICERS

Officers are those that make the decisions, participate in the decisions that affect the whole, or a substantial part of a business or undertaking, and have the capacity to significantly affect the financial standing of the business. Officers include:

LIBRARY BOARD OF QUEENSLAND

By exercising due diligence, the Library Board are responsible for providing an effective governance structure for WHS and ensuring State Library has appropriate processes for receiving and considering information regarding incidents, hazards, risks and responding in a timely way to that information. The Library Board is also responsible for ensuring that State Library has and uses the appropriate resources and processes to eliminate or minimise risks to health and safety.

STATE LIBRARIAN AND CEO

By exercising due diligence, the State Librarian and CEO is responsible for ensuring State Library complies with duties and obligations under WHS legislation. The State Librarian and CEO endorses and supports the implementation of the policy. The State Librarian and CEO is committed to exercising due diligence in accordance with State Library systems, ensuring the appropriate resources to establish and maintain a consultative approach to WHS.

EXECUTIVE TEAM (ET)

By exercising due diligence, each ET member is responsible for ensuring that State Library complies with duties and obligations under WHS legislation.

Each ET member is responsible and accountable for implementing the policy, WHS programs and procedures in their areas of control and will support workers in fulfilling their WHS obligations and responsibilities. Each ET member will consult with their staff on issues that affect their health and safety as required by legislation and policies.

WORKERS

Workers are everyone who conducts work for, or with State Library, and includes managers, supervisors, staff, volunteers, contractors and labour hire staff. Each worker is required to take reasonable care for their own health and safety, and make sure that their acts or omissions do not adversely affect the health and safety of other persons. Workers must also comply, so far as they are reasonably able, with any reasonable instruction that is given by State Library regarding work health and safety and to abide by policies and procedures.

OTHERS AT WORK

VISITORS

All visitors entering the State Library premises are required to comply with and observe directions on WHS from relevant employees of State Library.

WHS COMMITTEE

State Library has a WHS committee which ensures a consultative approach is maintained and employees are advised and involved in changes that affect WHS.

WHS REPRESENTATIVES (WHSRs)

WHSRs are elected staff members that represent the WHS interests of all staff.

WHS ADVISERS (WHSAs)

WHSAs are designated staff who assist the Executive Team to provide specialist risk advice and support to State Library on WHS matters.

This commitment statement will be reviewed every three years.

The WHS Policy is available on request.



**State Library
of Queensland**

