



# DPI Forestry

## Safety and Wellbeing Program

2014



The DPI Forestry Safety and Wellbeing Program is an initiative to improve the safety and wellbeing of our greatest asset, our employees.



**DPI Forestry**  
Queensland Government

Department of Primary Industries and Fisheries

**Foreword from the Director-General  
Department of Primary Industries and Fisheries**

As Director-General, I am personally committed to achieving a safe working environment for all departmental employees, visitors and contractors. It is my goal to make our workplaces injury free and encourage the highest possible standards of workplace health and safety.

The *DPI Forestry Safety and Wellbeing Program* is an excellent initiative that is aimed at improving the safety and wellbeing of our greatest asset, our employees. It is also designed to minimise the risk of injury to people who may enter our workplace. The program will deliver benefits to both employees and the organisation as a whole and will promote the Department of Primary Industries and Fisheries' vision of *Profitable Primary Industries for Queensland*.

I encourage employees at all levels of DPI Forestry to take the opportunity to participate and contribute to this innovative program. Your safety and wellbeing is important and with your commitment we can establish a safe and rewarding work environment.

I congratulate DPI Forestry on its Safety and Wellbeing Program and look forward to seeing the positive outcomes resulting from this initiative.

A handwritten signature in black ink, appearing to read 'JC Varghese', with a stylized flourish at the end.

**Jim Varghese  
Director-General**

## **Introduction from the Assistant Director-General, Forestry**

The Department of Primary Industries and Fisheries' (DPI&F) vision is *Profitable Primary Industries for Queensland*.

As a DPI&F business group, DPI Forestry is committed to achieving this vision and this is reflected in our mission to *responsibly manage commercial forestry activities on behalf of the State of Queensland*. Such responsible management not only relates to achieving profitable financial returns for the people of Queensland, but also to operating a business in which the safety and wellbeing of employees, visitors and contractors are of paramount importance.

Through the DPI Forestry Enterprise Agreement 2002 (EA4), DPI Forestry and the relevant unions have agreed to commit to continuous improvement in workplace health and safety.

To deliver on this commitment, DPI Forestry released its three-year Workplace Health and Safety and Injury Management (WHS&IM) Plan in May 2004. The vision established in this plan is to *support and enhance the health, safety and wellbeing of employees at work and develop a safety culture where employees at all levels proactively manage risks*.

This Safety and Wellbeing Program has been developed to achieve the vision and targets established in the WHS&IM Plan, to ensure compliance with relevant legislation and to establish and maintain the safest workplaces possible in DPI Forestry.

This program coordinates all activities, policies and practices in DPI Forestry that can affect the safety of our staff and people who enter onto our workplaces. The program also addressed broader matters that can influence the health and wellbeing of our staff by providing additional benefits and services.

The foundation of this program is the recognition that safety and wellbeing is both an individual and organisational responsibility. I will ensure that appropriate policies are developed and that sufficient resources are provided to achieve safe workplaces. It is the responsibility of every employee to follow these policies and for supervisors and managers to ensure that they are followed.

We can achieve a safe and rewarding workplace by working together and I look forward to building on the success already achieved in DPI Forestry.

I commend the Safety and Wellbeing Program to you.



**Garry Hannigan**  
**Assistant Director-General**  
**Forestry**

## **KEY ELEMENTS OF THE SAFETY AND WELLBEING PROGRAM**

The Safety and Wellbeing Program is a strategic framework that draws together all elements that may influence the safety and wellbeing of our employees and people who enter our workplaces. The following are the key elements of this program:

1. Personal Safety

DPI Forestry will ensure compliance with relevant workplace health and safety legislation by providing and implementing a safe system of work with emphasis on appropriate policies, practices and equipment. All employees are responsible for following these policies and practices and using the equipment appropriately.
2. Organisational Safety

An organisational framework has been established to provide strategic direction in preventing injuries, promoting a safety culture and assisting any injured worker.
3. Preventing Illness and Early Detection

To prevent illness and promote early detection of health risks, DPI Forestry will provide employees with access to free flu vaccinations, free health assessments, free skin cancer screenings and free medical testing to staff exposed to hazardous substances.
4. Organisational Wellbeing

DPI Forestry will provide a positive and supportive work environment that assists employees to balance their work and family commitments and promotes training and support in career development.
5. Performance Management

The performance and conduct expected of employees will be clearly documented and regular structured and informal feedback will be provided. Achievements will be recognised.
6. Injury and Claims Management

Streamlined procedures in injury management and WorkCover claims management will ensure the early identification of injuries, allow employees to promptly access workers' compensation entitlements and support the return to work of injured employees.
7. Health Awareness

Every employee can benefit from being provided with information to allow informed lifestyle choices to be made.

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## Chapter 1 – Personal Safety

*DPI Forestry will ensure compliance with relevant workplace health and safety legislation by providing and implementing a safe system of work with emphasis on appropriate policies, practices and equipment. All employees are responsible for following these policies and practices and using the equipment appropriately.*

### 1.1. Warm-up and managing muscular effort – field based employees

Warming-up and managing muscular effort when engaging in physical exercise or exertion can assist in preventing and minimising injury.

A *Warm-up and Stretch* education program, is being developed specifically for DPI Forestry field workers. This program focuses on stretching and warming up those muscles (back, neck, knee and ankle) that are most commonly used in activities such as planting, pruning and fertilising. The demonstration video and information will be developed by medical specialists (e.g. exercise physiologists) in consultation with staff.

Once the *Warm-up and Stretch* program has been developed and trialed within DPI Forestry, it will be made available to all field-based employees.

Supervisors will provide all employees with the opportunity to warm-up and warm-down during work time including at the beginning of the shift, after major breaks and at the end of shifts.

Employees will also be encouraged by supervisors to take micro-breaks throughout the day, that is, short breaks of approximately two minutes for every 30 minutes to stretch and relax (depending on the level of physical activity and environmental conditions).

DPI Forestry will ensure that appropriate equipment is provided to employees. There are also a number of ways that may assist in reducing stresses and fatigue on certain parts of the body when using this equipment. For instance, regularly varying grips on tools and equipment, alternating dominant hands for specific tasks and varying postures regularly to reduce static muscle fatigue. These measures are aimed at balancing muscular effort through the even distribution of loads and stresses on various parts of the body. Further information in this regard will be developed in consultation with medical professionals and experienced field employees.

For further information contact the Manager Workplace Health and Safety and Injury Management (Manager, WHS/IM).

### 1.2 Posture and stretching – office based employees

Appropriate workstation furniture and arrangements and correct physical posture are essential for reducing the risk of injury to office workers, as are resting and stretching various parts of the body to reduce the effects of static fatigue.

An *Ergonomic Tips and Stretching Program* is being developed for employees who frequently use computers or spend large amounts of time sitting at a workstation. Once the program has been developed and trialed within DPI Forestry it will be made available to all office-based employees.

An ergonomic assessment of your workstation arrangements can be conducted by a trained person where recommendations are made to increase your level of comfort and reduce the potential for injury. Please contact the Manager, WHS/IM for further information.

### **1.3 Sun protection**

Skin damage, including skin cancer, is the result of cumulative exposure to the sun and therefore can be prevented, or at the very least reduced. Because many of our activities are conducted outdoors, it is vital that we are aware of the potential harm caused by the sun and take steps to minimise its effects.

Every employee working in the field must ensure that all skin is protected from the sun. Depending on the activities and environmental conditions, a combination of the following measures can be used to achieve the mandatory requirement of protecting all parts of the skin from the sun:

- wearing broad brimmed hats, or brims on hard hats
- using appropriate SPF 30+ broad-spectrum, water resistant sunscreen
- wearing appropriate sunglasses that meet Australian Standard (AS1067)
- wearing long pants/trousers
- wearing a long sleeved shirt.

DPI Forestry will provide this equipment to all relevant employees.

DPI Forestry will work with all employees to ensure that they understand the importance of sun protection. For further information on Sun Protection please refer to DPI Forestry's *Sunsmart Guidelines* or contact the Manager, WHS/IM.

### **1.4 Machinery and equipment**

Under no circumstances should employees attempt to operate machinery and/or equipment unless they are qualified and trained to do so. Supervisors are to ensure that employees are trained and competent in the use of relevant equipment/machinery.

All machinery and equipment is to be thoroughly inspected by the operator prior to use. Any machinery or equipment that is defective and considered a risk to the safety of employees or others is to be disabled and clearly marked so that it will not be used. The maintenance and/or repair is to be scheduled as soon as possible.

### **1.5 Safety incident reporting book**

DPI Forestry currently uses an *Environmental Management Incident Report Notebook*. This notebook will be amended to facilitate the reporting of previously unidentified hazards, "near hits", and other emergent WHS issues (e.g. non-compliance of contractors in regards to WHS). The notebook is designed to:

- encourage employees to identify and record hazards within their work area as soon as they become aware of them
- assess the level of risk according to a matrix that is provided
- implement or request the implementation of measures to eliminate or reduce the risk caused by the hazard.

This notebook is NOT to be used for reporting actual incidents/accidents. The incident report form must be used for these instances. Incident reports are available on *ForWeb*.

For further information contact the Manager, WHS/IM.

## **1.6. Fire safety**

In forestry operations there is an ever present risk to personal safety and property damage from fire. It is therefore important that every employee is aware of the following fire safety precautions as outlined in the *DPI Forestry Safety Handbook*.

### **(a) Working on the fire line**

With the exception of training exercises, no untrained person should ever be given work at a wild fire or prescribed burning activity. Trained staff should be familiar with the eight "Watch Out" commandments and the safety guidelines contained in the *DPI Forestry Safety Handbook*.

### **(b) Vehicle safety**

When working on the fire line, leave vehicles parked facing the direction of the escape route, with room for others to pass, with windows wound up, doors shut, keys in the ignition and the lights on.

If sheltering in a vehicle from dense smoke and heat you should also close vents, turn air-conditioning off, and blow the horn when necessary. Radio for help, stay below the window line and underneath a fire blanket.

### **(c) Entrapment survival**

If on foot, take refuge in dugouts, running streams, dams and ponds – avoid elevated tanks.

If you have to escape through flames, cover as much skin as possible, take some quick deep breaths and move briskly through the burned area without running or jumping.

DO NOT attempt to move through the flames unless you can clearly see what is on the other side.

For further information please refer to DPI Forestry's fire manuals or contact Keith Roach 323 40400.

## 1.7 Working alone – remote area operations

There are times when employees are required to either work alone or with others in remote locations. In accordance with the *DPI Forestry Safety Handbook*, the following procedures must be followed:

1. Always notify a supervisor of where you will be working. An itinerary may be supplied if several locations are involved.
2. Submit an itinerary prior to the trip.
3. Have set times during the day that you call in. Consider your means of communication and appropriate times when you will be in range.
4. Prior to commencing the trip, ensure that all equipment is operating effectively, relevant batteries are charged etc.
5. Carry provisions for food and water for at least one extra meal in the field. First aid and survival provisions may be essential in remote areas where help is not readily available.
6. Carry a two-way radio or other effective means of communication.
7. Wear clothing that makes you visible.
8. If circumstances require a change to the original itinerary notify the supervisor and/or office.
9. Set a return time and stick to it. If you are going to be late notify the supervisor of your expected time of arrival.
10. Park your vehicle in an open spot where it can be easily seen from both the road and the air and consider leaving a map in the car to show where you are in relation to the car, particularly if on your own.

For further information contact the Manager, WHS/IM or refer to the *DPI&F Corporate Standard for Remote Area Operations*.

## 1.8 Heat stress and hydration

Heat stress may result from working in the sun, welding, sawing, during prescribed burning, wild fires and working in confined spaces.

Some signs that you or a colleague may be suffering from heat stress are fatigue, dizziness and nausea. If you suffer from the effects of heat stress you are to stop work immediately and seek assistance. This is particularly important where the use of machinery and equipment is involved.

You can prevent heat stress by protecting yourself from direct sunlight, wearing suitable protective clothing, taking regular breaks and remaining hydrated. To remain properly hydrated you should:

- frequently drink water (150-200 mls every 10-15 minutes or about one litre an hour. DPI Forestry supplies water containers for this purpose)
- increase fluid levels before commencing work
- not let thirst dictate when you drink
- ensure a clean supply of water is available
- avoid alcohol, tea and coffee as they dehydrate the body.

For further information please refer to the DPI Forestry *Safety Handbook* or contact the Manager, WHS/IM.

### **1.9 Fatigue management**

Fatigue is a state of exhaustion that can impair our perceptions, decision-making ability and overall judgment. It can be caused by many factors including:

- lack of proper sleep
- time of day or the “body clock” (eg. 3pm-5pm is a high fatigue period)
- time spent performing a task
- individual factors such as diet, exercise, medications, drugs and alcohol, family life and social and sporting commitments.

The dangers of fatigue become more acute when fighting fires and driving long distances. Travelling home after these activities could be the most dangerous time for you in terms of fatigue, so you may need to plan ahead.

DPI Forestry’s *Fatigue Management Guidelines* have been developed to identify and manage the risks associated with fatigue (particularly fatigue during and after fire fighting).

For further information please refer to these *Fatigue Management Guidelines* or contact the Manager, WHS/IM.

### **1.10 Noise management**

Forest Rangers in Charge (FRICs) are responsible for developing and maintaining DPI Forestry’s Workplace Hearing Conservation Program under the *Noise Management Policy*. Managers, Workplace Health and Safety Officers and the Manager, WHS/IM will provide the FRIC with the necessary information and assistance to make decisions under this policy.

A noise assessment is to be conducted at all workplaces and a register of all plant and tasks with noise levels of 85 decibels or greater is to be maintained at each workplace. Plant with noise levels close to 85 decibels will have noise levels retested annually and when a worker reports an increase in noise.

Where a noise assessment shows that employees or others are exposed to excessive noise, steps to control the exposure must be taken, including:

- eliminating noise at the source
- using appropriate Personal Protective Equipment (see section 1.12)
- engineering noise control measure
- administrative noise control measures (e.g. job rotation or job redesign)

For further information please refer to DPI Forestry’s *Noise Management Policy* or contact the Manager, WHS/IM.

### **1.11 Hazardous substances and dangerous goods**

Hazardous substances and dangerous goods pose a risk to employee health and safety when used inappropriately. Care must be taken when dealing with these substances. Risk assessments are to be carried out by trained and qualified employees in accordance with section 105 of the *Workplace Health and Safety Regulation 1997* and the *Advisory Standard 2003 for Hazardous Substances*.

The DPI Forestry *Risk Management for Hazardous Substances and Specified Dangerous Goods* and the *Herbicide and Pesticide Safety PPE Guide* must be complied with at all times when in contact with or using hazardous substances and dangerous goods.

### **1.12 Personal protective equipment**

Personal Protective Equipment (PPE) is any clothing, equipment or substance designed to be worn by a person to protect them from the risks of injury and illness.

A specific plan has been developed to provide guidelines on selecting, using, storing, maintaining and replacing PPE. This plan contains a chart that identifies the minimum equipment required when performing different tasks.

Supervisors must ensure that appropriate PPE is provided to employees, that they are trained in its use and that they use it correctly when required.

Employees must ensure that they wear all PPE according to procedure or determined as being appropriate by the supervisor. Failure to wear PPE as required is considered a serious matter and may lead to disciplinary action.

A record system documenting the issue of PPE is to be maintained for audit purposes. The system is to record the name of the employee receiving the equipment and the PPE dispensed, including the type and brand.

All PPE is to be properly maintained to ensure maximum protection is maintained (e.g. changing carbon filters) and hygiene. Any defects in the PPE should be reported to the supervisor immediately.

Random audits of staff and supervisors will also be conducted to ensure compliance with the PPE guidelines.

For further information please refer to DPI Forestry's *Personal Protective Equipment Plan* or contact the Manager, WHS/IM.

### **1.13 Silviculture manuals**

Silvicultural manuals have been developed to provide uniform direction and reference to all employees involved in implementing and managing silvicultural practices.

The manuals define current best practice silvicultural prescriptions and outline issues such as environmental care and workplace health and safety issues relevant to specific operations.

Employees should ensure that their activities are consistent with directions set out in these manuals.

### **1.14 Risk identification and management**

Identifying and managing risks is the responsibility of all employees and is essential to reduce the chance of injury and illness in the workplace.

The risk management process involves five stages:

1. identify hazards
2. assess risks that may occur due to the hazard
3. decide on the control measures to prevent or minimise the level of risk
4. implement control measures
5. monitor and review.

In particular, the risk management process should be undertaken:

- when a change occurs (e.g. introduction of new technology, equipment or process)
- after an incident (including near hits and dangerous events)
- at regular scheduled times appropriate to the workplace
- if it has not been done before.

A new risk management policy and tools are being developed for DPI Forestry's use.

### **1.15 Risk assessment of compartments**

When sites have been harvested or cleared they often leave protruding stumps and roots, debris, uneven surfaces, holes in the ground (often concealed) and depressions. These hazards may pose risks to employees when re-entering the site to undertake further work such as planting and weeding.

Prior to undertaking work on these harvested or cleared sites, it is necessary that comprehensive risk assessment and hazard identification occur. A hazard marking exercise may need to take place.

*A Compartment Safety Working Plan* must be completed for each compartment prior to work commencing. Regular discussions of the hazards identified within the plan are to be communicated to employees. Based on feedback, necessary amendments to the *Compartment Safety Working Plan* will be made and implemented.

For further information please contact the Manager, WHS/IM.

### **1.16 Contractors**

In regards to safety, all contractors must comply with safety standards, regulations and policies. All harvesting and silvicultural contractors are required to comply with the *Workplace Health and Safety Act 1995*, *Forest Harvesting Industry Code of Practice 2000*, relevant advisory standards and any agreement or contract conditions.

Regional management and supervisors shall ensure that all contractors comply with the relevant safety requirements and possess all relevant and necessary accreditations.

### **1.17 Visitors**

DPI Forestry has a duty to ensure the safety of all visitors who enter our workplaces. Different workplaces have different inherent risks that need to be managed. For example, all visitors are required to give prior notice before they enter a workshop or active field work site. Any such visitor must be made aware of the potential hazards, have appropriate PPE and, if necessary, be provided with a brief induction.

The attendance of visitors at other DPI Forestry workplaces, such as offices, should be appropriately managed. For example, the use of a visitors' register and/or personal escort around the workplace may be appropriate.

### **1.18 Safety and wellbeing education initiatives**

Awareness sessions for all employees will be delivered in relation to reinforcing a strong safety culture and to establish ways that we can ensure the safety of ourselves and our colleagues. Each aspect of our work should involve a consideration of safety and how we can improve on our current practices.

Other training and awareness sessions will relate to current safety procedures and policies and other related topics including risk management. Wellbeing sessions will be delivered relating to relevant topics including stress management, back care, cancer awareness etc.

All employees will be continually updated with current WHS/IM strategies, new policies and procedures and relevant information sources (e.g. links to Internet sites). This information will be communicated electronically and in presentations and advice from Manager, WHS/IM.

### **1.19 Activity Reporting Tool (ART)**

An Activity Reporting Tool (ART) is being developed to regularly record occurrences relating to WHS/IM and preventative action taken. Once the ART has been developed and trialed within DPI Forestry it will be used throughout Queensland.

## **Chapter 2 – Organisation Safety**

*An organisational framework has been established to provide strategic direction in preventing injuries, promoting a safety culture and assisting any injured worker.*

### **2.1 Unions and the single bargaining unit**

In EA4, the unions and DPI Forestry have given a mutual commitment to continuous improvement in workplace health and safety. Regular reports on achieving this continuous improvement are provided to the Single Bargaining Unit (SBU) the body consisting of the nominated representatives from the signatory unions and DPI Forestry management.

The SBU will be provided with information, updates and proposals on activities and initiatives for workplace health and safety as per EA4 including regular reports from the Workplace Health and Safety Steering Committee (see section 2.2 below).

### **2.2 Workplace Health and Safety Steering Committee**

The DPI Forestry Workplace Health and Safety Steering Committee has an overarching responsibility to ensure workplace health and safety and to promote a positive safety culture throughout DPI Forestry. The committee's terms of reference are closely aligned with the outcomes identified in *Safer Workplaces*. Membership includes all General Managers, Manager WHS/IM and selected regional management.

The committee will also overview performance in WHS/IM including injury and injury management trends, progress towards targets and current policy and procedures. The committee promotes a strong safety culture through senior management to all levels of employees and develops strategies to improve WHS/IM.

### **2.3 WorkCover Review Committee**

The WorkCover Review Committee reviews all WorkCover applications and decisions with the objective of developing strategies to improve injury management and rehabilitation.

Committee membership includes the General Manager, Business Services, Executive Manager Human Resources and Manager WHS/IM.

### **2.4 Regional Workplace Health and Safety Committees**

Each region operates a Regional Workplace Health and Safety Committee consisting of a variety of regional representatives including Workplace Health and Safety Officers, management and employees. These committees deal with regional WHS issues identified through submissions from local committees, regional employees and others (e.g. contractors).

The committees also assist in promoting and implementing statewide policies, programs, projects and initiatives. They ensure a consistent and uniform approach to WHS according to current policies and procedure.

For information on how to participate contact the local Workplace Health and Safety Officer.

## **2.5 Local Workplace Health and Safety Committees**

In accordance with the *Workplace Health and Safety Act 1995 (Qld)* there are a number of Local Workplace Health and Safety Committees representing the employees of a variety of workplaces in each region. These committees serve a similar function to the regional committees with a focus on issues at a local level.

## **2.6 Manager Workplace Health and Safety and Injury Management**

The Manager WHS/IM is responsible for establishing, coordinating and leading the activities, strategies and policies to ensure the safety of all DPI Forestry employees and people who enter into our workplaces. A primary focus is to provide strong leadership in relation to current WHS/IM strategies and initiatives.

The Manager WHS/IM will build partnerships with regional management and employees and work in conjunction with staff to ensure a consistent approach to WHS/IM statewide.

## **2.7 Workplace Health and Safety Officers (WHSOs)**

DPI Forestry has a number of Workplace Health and Safety Officers (WHSOs) throughout the State in accordance the *Workplace Health and Safety Act 1995*. WHSOs have received appropriate WHS training and are accredited by *Workplace Health and Safety Queensland*.

The functions of a WHSO include:

- conducting inspections at the workplace to identify any hazards and any unsafe or satisfactory practices
- assisting workplace accident investigation
- informing management about the overall state of health and safety in the workplace.

The listing of current WHSOs and contact details should be displayed at each workplace. Full listings are available on *ForWeb*.

The Manager WHS/IM will work with the WHSOs to ensure the health and safety of all employees.

## **2.8 Workplace Health and Safety Representatives (WHSRs)**

In accordance with Queensland's *Workplace Health and Safety Act 1995*, Workplace Health and Safety Representatives (WHSRs) are elected by and represent employees in relation to WHS matters. They focus on ensuring consultation with workers in relation to specific workplace changes that may affect health and safety.

The listing of current WHSRs and contact details should be displayed at each workplace, and full listings are available on *ForWeb*. For further information on WHSRs refer to sections 67-85 of the *Workplace Health and Safety Act 1995*.

## **2.9 Rehabilitation coordinators**

The role of the rehabilitation coordinator is to develop rehabilitation plans for injured or ill workers and to help them to return to work as soon as possible. The coordinator works with the treating medical professionals to ensure that the plan suits the needs of the injured or ill worker.

For a list of current rehabilitation coordinators and for information on how to become a rehabilitation coordinator, please refer to the Workplace Health and Safety section on ForWeb.

## **2.10 First aid officers**

There is a network of first aid officers throughout DPI Forestry who hold First Aid and Cardio-Pulmonary Resuscitation certification. First aid officers undertake the initial management of injuries and illnesses. First aid officers are also responsible for ensuring that first aid kits are appropriately stocked at all times. Employees should have access to trained first aid officers and the names of first aid officers should be displayed in each workplace.

For a list of current First Aid Officers and for information on how to become one please refer to the Workplace Health and Safety section on *ForWeb*.

## **2.11 First aid kits**

Regardless of preventative measures that are in place within DPI Forestry, injuries may still occur. It is important that an injured employee receives prompt treatment from trained and properly equipped personnel.

DPI Forestry supplies first aid kits to all DPI Forestry workplaces for use by employees injured in the workplace. Some work areas also have a sick room available for injured or ill employees' use.

## **2.12 Workplace health and safety policies**

DPI Forestry is committed to implementing effective WHS policies and to ensuring they are regularly reviewed and adapted consistent with contemporary standards and practices.

During implementation of the *DPI Forestry Safety and Wellbeing Program* the Manager WHS/IM and the DPI Forestry Workplace Health and Safety Steering Committee will review the purpose, operation and effectiveness of all WHS policies. During this process employees will be encouraged to provide their views on these policies and to identify any relevant issues. However, unless otherwise advised all current WHS policies, procedures and manuals will continue to apply.

Further, employees are encouraged to contact the Manager WHS/IM at any time to provide feedback on existing policies or ideas for new policies.

Before changes are made to WHS policies, or new ones are created, the DPI Forestry Workplace Health and Safety Steering Committee will ensure that thorough consultation has been undertaken throughout DPI Forestry.

## Chapter 3 – Preventing Illnesses and Early Detection

*To prevent illness and promote early detection of health risks, DPI Forestry will provide employees with access to free flu vaccinations, free health assessments, free skin cancer screenings and free medical testing to staff exposed to hazardous substances.*

### 3.1 Free flu vaccinations

Influenza, or “flu” as it is commonly known, is a contagious disease caused by a virus that can infect many parts of the body, including the lungs.

Influenza can be prevented with a high degree of success when a person receives the influenza vaccine. This vaccine is made each year so that the vaccine contains influenza strains that are expected to cause illness that year.

DPI Forestry will provide free annual flu vaccinations for all employees who choose to accept. Dates and venues will be advised together with relevant information regarding the process.

For further information on flu vaccinations, please contact the Manager, WHS/IM.

### 3.2 Free health assessments

A free annual health assessment by a qualified health professional will be available to all employees. The assessment will include cholesterol, blood sugar, blood pressure, coronary heart disease risk analysis and vision screening.

These health assessments are voluntary and **no personal information of employees is provided to DPI Forestry.**

The health assessments will be delivered in Brisbane and regionally with dates and venues to be advised. Further information will be provided regarding this initiative.

### 3.3 Free skin cancer screening

A free annual skin cancer screening will be available to all employees by experienced health professionals. The early detection of skin cancer increases survival rates dramatically.

The skin cancer screening is voluntary and **no personal information of employees is provided to DPI Forestry.**

The skin cancer screening will be delivered in Brisbane and regionally with dates and venues to be advised.

### 3.4 Free medical testing for employees using hazardous substances

In accordance with section 4.2.1 of EA4, all DPI Forestry employees who use hazardous substances in the course of performing their duties have access to free specified medical testing at yearly intervals.

The testing is offered to relevant DPI Forestry employees on a voluntary basis.

The testing (or health surveillance) involves the medical monitoring of a person who may be exposed to hazardous substances. This may be through the testing of body fluids such as blood and urine, or through testing of body function (e.g. lung function tests). Health surveillance in this context **is not a test for drugs or alcohol**. The medical report from the designated doctor will only report on those substances that are used in the workplace as part of the employee's duties.

The intention of providing medical testing is to identify a problem (if any) and rectify it. This may include treatment and workplace rehabilitation or may require an alteration in any duties involving hazardous substances. It is the employee's decision to access the testing and obtain a medical report on their health status. It is also the employee's decision whether they advise DPI Forestry of the results of the report.

Further information is available in the DPI Forestry *Medical Testing Procedures* policy.

## Chapter 4 – Organisational Wellbeing

*DPI Forestry will provide a positive and supportive work environment that assists employees to balance their work and family commitments and promotes training and support for career development.*

### 4.1 Training and development

Effective and comprehensive training and development for employees has many advantages, including:

- ensuring employees have the skills, competence and knowledge to perform their respective duties
- providing employees with opportunities to acquire new skills
- providing assistance with career advancement
- contributing to increased productivity.

Both the supervisor and the employee have a responsibility for identifying further training and development needs. Supervisors should ensure that employees are trained for their duties and employees should advise when further training is required, or identify training that may assist with their career development.

The development plan of the Performance Review and Development (PRD) process and the upcoming Achievement Planning process are mechanisms to identify appropriate training and development needs for each employee. These processes should supplement the regular communication between a supervisor and the employees.

In EA4, DPI Forestry has agreed with the unions and employees that it is committed to developing and maintaining a highly trained and effective workforce. DPI Forestry is also committed to ensure that applicable employees receive recognition and credit for their knowledge and skills through the recognition of current competencies (RCC) or the recognition of prior learning (RPL). This assessment of competencies may include skills from:

- work experience (including both paid and unpaid work)
- life experience (for example leisure pursuits or voluntary work)
- previous study (including training programs at work, course at school or college, and through adult education classes).

#### 4.1.1 Salary employees (Queensland Public Service Award – State 2003)

In accordance with EA4, DPI Forestry will provide specified employees who do not have a qualification at the relevant Australian Qualification Framework (AQF) level, or equivalent, with access to accredited training and assessment of competencies in accordance with the following schedule:

- Certificate III (AQF III) for FO2
- Certificate IV (AQF IV) for FO3
- Diploma (AQF V) for FO4.

#### **4.1.2 Wages employees (Forestry Employees' Award – Department of Primary Industries 2003)**

DPI Forestry will continue to implement a comprehensive training and development program for employees that focus on the range of skills required to undertake roles relevant to the organisation.

Training will include consideration of qualifications and competencies from the National Forest Growing and Management Training Package or other training packages considered relevant.

#### **4.1.3 Leadership and team building**

As documented in EA 4, DPI Forestry recognises and values effective leadership within the organisation. Accordingly, leadership development and training opportunities, including relevant courses and other team building activities, will continue to be provided.

The accredited training and assessment of competencies will be made available to approved, eligible employees at no cost to the employee.

#### **4.2 Induction/orientation training**

DPI Forestry is committed to supporting new employees and recognises that a comprehensive induction process is the first step in building a strong two-way relationship between the organisation and the employee.

Commencing a new position with any organisation can be a daunting process. There are new colleagues, supervisors and managers to meet, new processes to become familiar with, new offices and buildings to navigate, new software to master, employment conditions to understand and a job to learn.

The transition to the new workplace can be made easier and more effective for both the new employee and the employer if there is an effective induction process. To assist all new employees in this process, DPI Forestry will conduct an induction/orientation program for all new staff. The program will focus on explaining DPI Forestry's corporate policies including safety, diversity and anti-discrimination.

Supervisors will also be required to provide new employees with a local workplace induction on their first day of employment. This will cover:

- job requirements
- workplace health and safety policies and procedure
- emergency and evacuation procedures
- environmental policies
- workstation, email and communication systems
- office/workshop layout
- local workplace issues/customs
- working conditions, processes and procedures
- performance management framework.

A checklist, to be signed by a new employee and their supervisor, is being developed to ensure that full induction and orientation training has been provided.

For further information contact your Regional Human Resources Consultant.

### **4.3 Study assistance (SARAS and SAWS)**

Through the *Study and Research Assistance Scheme* (SARAS) and the *Study Assistance for Wages Staff* (SAWS) assistance is provided to all staff when undertaking study or research that contributes to the achievements of DPI Forestry objectives.

The following categories of assistance apply for *both* SARAS and SAWS:

- Essential – 100% financial assistance and leave assistance
- Highly Desirable – 50% financial assistance and leave assistance
- Desirable – leave assistance

For further information please refer to DPI Forestry's *Study and Research Assistance Scheme* and the *Study Assistance for Wages Staff* or contact your Regional Human Resources Consultant.

### **4.4 Career development**

It is important that not only skilled and dedicated employees are attracted to employment with DPI Forestry, but that there are also sufficient career paths to retain them. This is particularly important in regional Queensland to ensure support for local communities.

Where appropriate, employees may be given opportunities to relieve in more senior positions within DPI Forestry.

The *Employee Movement and Transfer Register* has been established to allow employees to secure placements throughout DPI Forestry to obtain further skills, pursue their career goals or seek a change of environment. The Executive Manager Human Resources administers the register and matches the skills and interests of employees with available vacancies.

For further information contact the Executive Manager Human Resources.

### **4.5 Employment diversity**

The *Equal Opportunity in Public Employment Act 1992* sets out the Equal Employment Opportunity responsibilities and requirements for all Government agencies. To assist DPI Forestry in meeting the Act's targets, an *EEO Management Plan* has been developed. The objectives, strategies, and targets outlined in the management plan provide DPI Forestry with a strategic framework for EEO and diversity issues. Also included in the plan is a prescribed managerial responsibility for EEO to be incorporated into all workforce plans.

## **4.6 Flexible work practices**

In EA4, DPI Forestry gave a commitment to continue to examine possibilities of more flexibility for employees in achieving a balance between work and lifestyle.

There is a range of flexible work practices that may assist some employees in achieving this balance. It is recognised that some of these practices may not be suitable or appropriate for every employee. Nevertheless, DPI Forestry is committed to working with employees on an individual basis to accommodate their personal situations where possible. These practices are outlined in the DPI&F *Balancing Work and Lifestyle* document and include the initiatives detailed below.

### **4.6.1 Telecommuting**

Telecommuting allows an employee to use telecommunications technology to replace all or part of the physical journey. Telecommuting can provide additional flexibility in managing work and lifestyle issues.

Telecommuting is not suitable for every position but can be an effective means of achieving a balance between work and lifestyle.

For further information refer to the Telecommuting Standard on *ForWeb* or contact your Regional Human Resource Consultant.

### **4.6.2 Banked time (only applicable to designated salaried officers)**

These arrangements were developed and implemented with the express purpose of providing employees with access to an accrued or rostered full day (or days) off within their work cycle.

For further information refer to the Banked Time policy on *ForWeb* or contact your Regional Human Resource Consultant.

### **4.6.3 Part-time arrangements**

Permanent part-time employees work less than the full ordinary fortnightly hours on an on-going basis. They have the same employment conditions as full-time permanent employees. However, employment entitlements may accrue on a proportionate basis.

For more information regarding part time working arrangements please contact your Regional Human Resource Consultant.

### **4.6.4 Job-share**

Job sharing is a voluntary arrangement where two or more employees make a voluntary agreement (with approval from the delegate) to share one full-time position, with each working part-time on a regular continuing basis. It is a form of part-time work that might be viable when jobs do not need the continuity of one employee and may be shared with another. Some jobs need to be filled on a full-time basis but not necessarily by one person.

The duties and responsibilities for job sharers may be split either vertically (each job sharer performing all the duties and responsibilities on a part-time basis) or horizontally (each job sharer is given defined duties and responsibilities).

For more information regarding Job Sharing arrangements please contact your Regional Human Resource Consultant

#### **4.6.5 Family leave**

Leave entitlements, including Carer's Leave and Parental leave, may be available to employees. For further information refer to *ForWeb* or contact the HR Team.

#### **4.6.6 Purchased leave**

Purchased leave is an arrangement where an employee can purchase extra leave in any 12-month period, in addition to their normal leave entitlements. The employee must agree with DPI Forestry at the beginning of the 12 month period about the amount of leave that the employee wishes to purchase and the anticipated dates during which the employee wants to take the leave. Deductions are made from the employees fortnightly salary and those deductions are set aside and paid as "salary" during the purchased leave periods.

Purchased Leave is not suitable for every position (and is subject to approval by the Assistant Director-General) but can be an effective means of achieving a balance between work and lifestyle.

For further information refer to the Purchased Leave Standard on *ForWeb* or contact your Regional Human Resources Consultant.

### **4.7 Prevention and resolution of conflict**

Every employee must comply with the DPI&F Code of Conduct, which requires that we treat our colleagues with respect. There are occasions, however, where we disagree with the actions or decisions of others. Where this occurs you may wish to consider the following strategies to resolve the matter:

- discuss with the person concerned
- speak to your supervisor
- contact the Regional Human Resources Consultant.

Should these strategies not be effective or appropriate, please contact the Manager, Employee Relations.

DPI Forestry also supports the role of union delegates in the workplace in relation to union activities and support and assisting members. In accordance with EA4, employees will be given full access to union delegates/officials during work hours to discuss any employment matter or seek union advice provided that service delivery is not disrupted and work requirements are not unduly affected.

#### **4.8 Prevention of workplace harassment**

DPI Forestry is committed to maintaining a workplace free from harassment. The *Prevention of Workplace Harassment Advisory Standard 2004* made under the *Workplace Health and Safety Act 1995* provides that workplace harassment occurs if a person is subjected to repeated behaviour by a person, including the person's employer or a co-worker or group of co-workers, that:

- is unwelcome and unsolicited
- the person considers to be offensive, intimidating, humiliating or threatening
- a reasonable person would consider to be offensive, intimidating, humiliating or threatening.

DPI Forestry will continue to develop strategies to prevent and control exposure to the risk of workplace harassment including:

- continued workplace harassment awareness training for all employees
- requiring managers and supervisors to provide a workplace free from harassment
- maintaining and enforcing the Code of Conduct
- encouraging staff to take action or report incidents of workplace harassment as soon as they occur.

For further information contact your Regional Human Resources Consultant.

#### **4.9 Employee Assistance Service – Langmont Advantage**

The Employee Assistance Service (EAS), provided by Langmont Advantage, offers a confidential and voluntary counselling and advisory service to all employees and their immediate family members. DPI Forestry offers this service free of charge for up to four one-hour sessions.

It is important to recognise that unresolved problems may cause stress, anxiety, depression or lack of concentration. All employees are therefore encouraged to utilise the EAS as soon as becoming aware of a problem or concern.

For further information refer to the Employee Assistance Service site on *ForWeb* or contact Langmont Advantage on 1300 66 77 91 twenty-four hours per day, every day of the year. Alternatively, you may wish to contact the CorporateLink EAS Coordinator on 3239 6673. Some unions may also offer free counselling services.

## Chapter 5 – Performance Management

*The performance and conduct expected of employees will be clearly documented and regular structured and informal feedback will be provided. Achievements will be recognised.*

### 5.1 Code of conduct

DPI&F's Code of Conduct applies to DPI Forestry. This code outlines the ethical standard required from all employees and is based on the following five principles contained in the *Public Sector Ethics Act 1994*:

- respect for the law and the system of government
- respect for people
- integrity
- diligence
- economy and efficiency.

Regular training will be provided on the Code of Conduct and it is the responsibility of all employees to become familiar with its provisions. If you are unsure about the code or its application contact your supervisor or a member of the Human Resources team.

Breaches of the Code of Conduct may result in disciplinary action.

To view the Code of Conduct please refer to the Code of Conduct on *ForWeb* or contact your Regional Human Resources Consultant to receive a hard copy.

### 5.2 Achievement planning

DPI Forestry will ensure that all employees are fully aware of their roles, responsibilities and duties.

Each employee will have clear job descriptions and performance expectations and the method of assessing those outcomes will be transparent. Supervisors and managers will provide support to employees in achieving these outcomes through formal and informal monitoring, evaluation and feedback.

The formal method that DPI Forestry is establishing to clearly identify the duties of employees and assess their performance is through the use of Achievement Planning. Every employee will have an Achievement Plan. Training in Achievement Planning will be delivered to all employees.

The Achievement Planning process provides a platform to manage performance, encourage communication between supervisors and their employees, clarify work expectations and promote learning and career development for all employees. Each Achievement Plan will require employees to comply with specific workplace health and safety tasks relevant to their position.

The Achievement Planning process will be supported by regular and informal feedback from the supervisor. Issues concerning unsatisfactory performance must be

raised by the supervisor with the employee at the earliest opportunity and not held over until a formal meeting.

For further information contact your supervisor or a member of the Human Resources team.

### **5.3 Assistance to meet performance expectations**

DPI Forestry is dedicated to assisting employees who may be performing at an unsatisfactory level.

It is important that any issues of unsatisfactory performance are brought to the attention of the employee immediately by the supervisor in a supportive environment. The employee and the supervisor should work together to rectify the performance by clearly identifying the issues of unsatisfactory performance and develop remedial strategies.

The Human Resources team is able to assist managers and supervisors resolve the unsatisfactory performance of their employees. One strategy that the Human Resources team may use is a Performance Improvement Plan. Each plan is tailored to the individual circumstances and specifically identifies the performance that is not satisfactory and establishes a structured framework to cooperatively work with the employee to rectify those issues.

A Performance Improvement Plan is not a form of disciplinary action, rather, it is a process to identify and rectify unsatisfactory performance.

For further information on managing unsatisfactory performance please contact the Human Resources team.

### **5.4 Rewards and incentives program**

It is important that DPI Forestry publicly recognise and thank employees that:

- consistently exceed performance expectations and are committed to the values of DPI&F and DPI Forestry
- have made a substantial commitment of their working lives to DPI Forestry.

#### **5.4.1 Forestry service award**

Awards will be presented on an annual basis in each region to either an individual or team in recognition of their performance and commitment to DPI Forestry values.

#### **5.4.2 Workplace health and safety award**

Awards will be presented annually to an individual or team that has made significant contribution(s) to a safer and healthier workplace. Individual work areas and regions may also receive awards for consistent and enthusiastic contributions to WHS. Eligibility requirements will be developed on a regular basis and circulated to employees.

#### **5.4.3 Recognition of service**

A certificate of recognition will be provided to employees who have worked in DPI Forestry for a period of 20 years.

Upon retirement an employee who has worked for DPI Forestry for 25 years or longer will received a plaque.

#### **5.4.4 Retirement letter**

A DPI Forestry letter, signed by the Assistant Director-General, Forestry will be provided to all employees who retire.

#### **5.4.5 Study scholarship**

One scholarship of up to \$7,500 will be offered each year for a deserving employee to study in a discipline or field relevant to DPI Forestry's business activities.

The eligibility requirements and the terms and conditions of the scholarship will be provided to employees.

#### **5.4.6 DPI&F awards and recognition**

Employees are also eligible for DPI&F awards and recognitions including the Client Service Award and a 25-year service award. Details of these awards are published on *OurNet*.

Information on these awards will be provided to staff regularly.

## Chapter 6 – Injury and Claims Management

*Streamlined procedures in injury management and WorkCover claims management will ensure the early identification of injuries, allow employees to promptly access workers' compensation entitlements and support the return to work of injured employees.*

### 6.1 Absences

The injury management model adopted by DPI Forestry depends upon the early identification of injury and illness.

To ensure employees' wellbeing, a supervisor should make attempts to contact an employee if they have been absent from work for more than one day without approved leave.

If an employee has sustained a work related injury the procedures outlined in section 6.2 are to be followed.

If an employee is suffering from a non-work related injury or illness, appropriate support will be provided.

### 6.2 Work-related injury – making a WorkCover application

Despite the best endeavours of DPI Forestry and all employees, injuries can happen in the workplace or when travelling to or from work. In the event of such an injury, DPI Forestry has two objectives:

1. assist the injured employee return to meaningful and productive work (consistent with appropriate medical advice) as soon as possible
2. promote a streamlined WorkCover claims management system.

To meet these objectives DPI Forestry has developed a *Workplace Injury -10 Day WorkCover Injury Management Plan*. This plan outlines how to make a WorkCover claim and details the roles and responsibilities of all employees involved in the claims management process.

Although employees have the right to lodge an application for compensation directly with WorkCover, the lodgement of your claim with DPI Forestry under the *10 Day WorkCover Injury Management Plan* will streamline the claims process and assist you in accessing your entitlements quicker.

For further information view the policy on *ForWeb* or contact the Manager, WHS/IM.

### 6.3 QSuper

Employees who sustain an injury or illness may be entitled to access income protection benefits from QSuper.

Income protection benefits will be considered for employees once they have exhausted their accrued sick leave and have been on sick leave without pay for a period of at least two weeks. If the benefit is approved, QSuper will pay staff 75% of

their normal fortnightly salary until they are able to return to work. This payment may continue for a maximum period of two years, subject to regular review by QSuper.

For further information on accessing QSuper benefits contact QSuper on 1300 60 750.

#### **6.4 Management of critical incidents**

A critical incident is an extreme traumatic event that may cause a strong emotional reaction in an individual, such as being at the scene of a car accident or locating a deceased person. An extreme traumatic stressor is defined in the *Diagnostic and Statistical Manual of Mental Disorders (4th Edition)* as:

*Involving direct personal experience of an event that involves actual or threatened death or serious injury, or other threat to one's physical integrity; or witnessing an injury that involves death, injury, or a threat to the physical integrity of another person; or learning about unexpected or violent death, serious harm or threat of death or injury experienced by a family member or other close associate.*

Individuals will vary considerably in their reactions and symptoms following a critical incident and may display signs of distress or behavioural changes. They may experience a psychological reaction, such as acute or post-traumatic stress disorder.

An individual's ability to cope with a critical incident can be greatly increased by support directly after the incident and a supportive work environment.

DPI Forestry has guidelines outlining the process for handling a critical incident, which include strategies for immediate management and arrangement for debriefing, in consultation with the Employee Assistance Service (see section 4.9). The focus is on optimal recovery for the employee(s) involved.

All critical incidents are to be immediately reported to the Regional Manager or General Manager who will provide guidance in effectively managing the situation.

Should you be involved in a critical incident in your personal life you are encouraged to use DPI Forestry's Employee Assistance Service – Langmont Advantage. They can be contacted 24 hours per day, every day of the year, on 1300 66 77 91 (see section 4.9).

#### **6.5 Rehabilitation**

DPI Forestry has a network of rehabilitation coordinators who are specifically trained in the rehabilitation process and accredited by Queensland's Workers' Compensation Regulatory Authority (Q-COMP).

The rehabilitation coordinators will work with all employees who have sustained an injury or illness regardless of its cause. The role of the coordinator is to assist the employee return to pre-injury duties, if possible. There is a range of options to promote this outcome including suitable duties and graduated return to work programs and reasonable adjustment.

For information regarding rehabilitation refer to the DPI Forestry's *Rehabilitation Policy and Procedures*. You can also identify your closest rehabilitation coordinator by referring to *ForWeb*.

## Chapter 7– Health Awareness

*Every employee can benefit from being provided with information to allow informed lifestyle choices to be made.*

### 7.1 Personal choices

As an employer, DPI Forestry will do all it can to ensure the health of employees while at work. However, there are some decisions we can all make in our daily lives outside work that are equally as important to securing good health.

The lifestyles we choose to lead (including diet and exercise) have a profound impact on not only our health, but also our quality of life.

DPI Forestry is committed to providing information to help employees to make informed decisions about lifestyle. This information will highlight the benefits of healthy living and be delivered through health awareness sessions, fact sheets, booklets, presentations and the continuation of the *Activate Your Life* program launched in the DPI Forestry Workplace Health and Safety and Injury Management Plan.

If there is any further information not currently provided that you believe will benefit you and others in your workplace please contact the Manager, WHS/IM.

### 7.2 Quit smoking

It is widely accepted that smoking causes lung cancer, but it also increases the risk of cancer of the mouth, nose and oesophagus (source: Commonwealth Department of Health and Ageing).

The consequences of smoking are also passed on to those around us through passive smoking. This affects our friends, family and children.

DPI Forestry can arrange quit smoking presentations from the Queensland Cancer Council. To request a presentation at your workplace, please contact the Human Resources team. Brochures on quitting smoking have also been sent to all workplaces.

For more information about quitting smoking, refer to the *Quitline* website: [www.quitnow.info.au](http://www.quitnow.info.au) or visit your doctor or pharmacist.

### 7.3 Nutrition

Nutrition has long been recognised as an important contributor to a person's health. A healthy eating pattern is fundamental to maintaining good health and wellbeing. Healthy eating benefits almost every aspect of our health, throughout our lifetime. Some health problems such as heart disease are also linked to poor diet.

A booklet titled *Healthy Eating and Activity Guide*, produced by the National Heart Foundation of Australia, will be forwarded to all staff.

Other publications on healthy eating will also be distributed to staff when available.

You should always consult a doctor if you have any concerns about weight or personal diet.

For further information, refer to [www.heartfoundation.com.au](http://www.heartfoundation.com.au), [www.healthinsite.gov.au](http://www.healthinsite.gov.au) and [www.nutritionaustralia.org](http://www.nutritionaustralia.org).

#### 7.4 Exercise

The Heart Foundation has identified that participation in regular moderate physical activity is a key factor in controlling weight and can reduce the risk of heart attack, osteoporosis, lower blood pressure and improve cholesterol levels.

Participating in regular exercise can also improve your energy levels and general wellbeing.

For more information, refer to the *Healthy Eating and Activity Guide*, the Queensland Sport and Recreation website <http://www.sportrec.qld.gov.au> or visit [www.healthinsite.gov.au](http://www.healthinsite.gov.au).

#### 7.5 Stress management

Stress has become a term that encompasses a wide range of problems varying in severity, duration and cause. Stress is essentially a reaction to our actual or perceived environment. Stress can adversely affect our physical, emotional and cognitive condition. It is caused by stressors, which are any physical, chemical or biological stimuli that can induce an adverse response.

To effectively manage stress you should:

1. **Become aware of your stressors and your emotional and physical reactions.** Notice your distress. Do not ignore it. Determine what events distress you.
2. **Recognise what you can change.** Can you avoid, eliminate or minimise your exposure to the stressors?
3. **Reduce the intensity of your emotional reactions to stress.** Appreciate why you are reacting and whether that reaction is proportionate to the stressor.
4. **Learn to moderate your physical reactions to stress.** Slow, deep breathing will bring your heart rate and respiration back to normal. Relaxation techniques can reduce muscle tension.
5. **Build your physical fitness.** Exercise for cardiovascular fitness three to four times a week (moderate, prolonged rhythmic exercise is best, such as walking, swimming, cycling, or jogging).
6. **Maintain your emotional reserves.** Develop mutually supportive friendships/relationships and pursue personally meaningful goals.

Stress management awareness presentations will be delivered throughout DPI Forestry.

If you are being adversely affected by stress you should speak to your supervisor or the Human Resources team for assistance. DPI Forestry's Employee Assistance Service – Langmont Advantage can be contacted 24 hours per day, every day of the

year, on 1300 66 77 91 to provide free confidential counselling to all employees and their families (see section 4.9).

## **7.6 Cancer awareness**

*HealthInsite* (a Commonwealth Government website) has published the following statistics regarding cancer:

- Cancer accounts for 29% of male deaths and 25% of female deaths in Australia each year and it has been estimated that 1 in 3 men and 1 in 4 women will be directly affected by cancer in the first 75 years of life.
- Each year around 80,000 people are diagnosed with cancer (other than skin cancer) and of this around 34,000 will die.
- Around 270,000 of all diagnosed cancers are non-melanocytic skin cancer.

The Queensland Cancer Fund has also published statistics that in Australia the lifetime risk of developing skin cancer for males is 1 in 25 and for females is 1 in 35. The Queensland Cancer Fund reinforces the message that protection from the sun can reduce the risk of developing cancer. The need for adequate sun protection is highlighted in section 1.3.

The earlier cancer is detected the more effective the treatment can be. It is important to have regular check-ups with your doctor.

For further information contact Queensland Cancer Fund on (07) 3258 2200 or visit their website [www.qldcancer.com.au](http://www.qldcancer.com.au).

### **Review**

As part of continuous improvement, the *DPI Forestry Safety and Wellbeing Program* will be a living document that will be amended to reflect future changes, developments and improvements.

The electronic version of the program located on the HR part of *Forweb* at <http://forweb/Work+units/Bus+Services/Human+Resources/wellbeing.htm> will contain the most current version.

If you have any suggestions for improving workplace health and safety or employee wellbeing please contact the Manager, WHS/IM.

## **Contacts**

### **Human Resources team**

For further information on any Workplace Health and Safety issues please contact any member of the Human Resources team on 324 75603 or the Manager, WHS/IM on 3234 0245.

### **Unions**

DPI Forestry supports the involvement and assistance of unions in promoting a safe and rewarding work environment and they may be contacted as follows:

Australian Workers' Union  
Secretary: Bill Ludwig  
Contact: Garry Crompton  
Tel: 3221 8844

Queensland Public Sector Union  
General Secretary: Alex Scott  
Contact: Barry Watson  
Tel: 3017 6142

Construction, Forestry, Mining and Energy Union  
State Secretary: Wallace Trohear  
Contact: Jason Stein  
Tel: 3236 2355

Australian Manufacturing Workers' Union  
State Secretary: Andrew Dettmer  
Contact: Rohan Webb  
Tel: 3236 2550

Association of Professional Engineers, Scientists and Managers, Australia  
State Secretary: Penny Tovey  
Tel: 3832 1477

Federated Engine Drivers' and Fireman's Association  
State Secretary: Wallace Trohear  
Contact: Jason Stein  
Tel: 3236 2355