



CheckUP Work Health and Safety Statement

The current work health and safety legislation introduced by the Queensland Government in 2012 is the Work Health and Safety Act and Regulations 2011.

General Practice Queensland trading as CheckUP ('CheckUP') takes the safety and health of its workers seriously and expects the same approach from any contractors it engages. This statement has been prepared to bring to your attention that you may have your own duties under the above legislation. This statement is not intended to be exhaustive and should not be a replacement for professional advice.

Under the Act, workers are defined as employees, contractors, subcontractors, outworkers, apprentices and trainees, work experience students, volunteers and individuals (if they are self-employed).

CheckUP is a person carrying on a business or undertaking ('PCBU'). You may also be a PCBU and have several other roles and therefore duties under the Act.

It is CheckUP's understanding that the duty CheckUP owes to any worker, including contractors, within the definition given under the Act, can be subject to the level of influence and control it has over that worker.

For example, here you, as a private medical specialist; private allied health provider, private general practitioner or Hospital and Health Service, are better placed to determine the best and most appropriate health and safety practices required for the work that you or any of your workers are carrying out on a day-to-day basis. Further, without limiting the interpretation of your Agreement with CheckUP, it is understood that the overarching purpose of the Agreement is for the Contractor to provide the Services within its skillset, as listed in the Funding Schedule at various dates and locations; CheckUP will pay that Contractor a fee based on funding it receives from the Commonwealth Government, which is largely related to a fee for reimbursement of the Contractor's expenses, including travel and accommodation expenses.

It is CheckUP's expectation that you will have appropriate policies and practices in place regarding such travel and the modes of transport. For example, that any vehicle will be road worthy, suitable for the roads travelled on and properly insured, and that any long-distance travel will comply with any fatigue policies and defensive driver training requirements. CheckUP recommends the following communication options are available during travel to rural and remote locations:

- 3G/4G/5G Mobile coverage must be available and be checked with individual Telco Providers that they can guarantee service for all aspects of your travel route & destination.
- Satellite phones should be utilised where mobile coverage is unavailable/unreliable.
- Consider GPS tracking as an option.
- Travel Itineraries to be circulated where appropriate and should contain scheduled departure, intermediate and destination scheduled check-ins.
- Notify local authorities where appropriate.

The sites that you elect to perform the Services from should also be inspected and monitored from a workplace health and safety perspective.

Given that each PCBU can affect the work health and safety of a specific activity, CheckUP also expects that you will share information and cooperate with us and any other PCBU (this may be a Hospital or other Medical Practitioner) to ensure that each person can meet their health and safety duties without any gaps or inconsistencies.

As a PCBU working with any other PCBU, examples of when consultation with workers should occur include when:

- identifying hazards and assessing risks arising from work and when making decisions about ways to eliminate or minimise those risks
- making decisions about the adequacy of facilities for the welfare of workers
- proposing changes that may affect the health and safety of workers
- making decisions about the procedures, including those for consultation or resolving health and safety issues
- monitoring the health and safety of workers or workplace conditions and providing information and training to workers
- carrying out activities prescribed by the WHS Regulations.

CheckUP also provides this general information where work is being carried out at a location or site where the duty or obligations for work health and safety become those of CheckUP as the PCBU if it has management and control at the site. The legal obligations and responsibilities of workers under the Act include:

- to take reasonable care for your own health and safety and to work safely without risking the safety and health of oneself or others (Section 28)

- take reasonable care that your acts or omissions do not adversely affect the health and safety of other persons
- comply, follow and participate in work health and safety orientation, training, information, processes and instructions as directed by the PCBU and or an external government inspector
- comply with and understand the work health and safety policy and procedures of the workplace as instructed by the PCBU.
- if an unsafe, hazardous work practice is occurring in the workplace to cease work or refuse to carry out the work (Section 84) until the hazard or risk is corrected
- To notify, report on and document any work health and safety issue, incident, hazard or risk in the process prescribed by the PCBU. This includes the notification of a serious workplace injury, illness or death to the PCBU that results in:
 - immediate hospital treatment as an in-patient
 - immediate medical treatment for injuries (e.g. amputation, scalping, a spinal injury, loss of a bodily function or a serious laceration, burn, head or eye injury)
 - medical treatment within 48 hours of exposure to a substance.

A serious illness (Regulation 669) is any infection to which the carrying out of work is a significant contributing factor, including any infection that is reliably attributable to carrying out work:

- with micro-organisms
- that involves providing treatment to a person
- that involves contact with human blood or body substances
- involves handling or contact with animals, animal hides, skins, wool or hair, animal carcasses or animal waste products.

Notice of an incident must be given by the fastest possible means. If notice is given by telephone, the Workplace Health and Safety Queensland may request a written notice of the incident and an incident form may need to be submitted This must be provided within 48 hours of the request. Please ensure you read and follow procedures as outlined in the Feedback Policy and Procedure document.

If you are using a site as a workplace and you are not the person with management or control, you should discuss the workplace health and safety procedures with the person who has that control, and it is recommended that contractors document as appropriate in the 'Premises Agreement'. For example, the



person with management or control of a workplace, including any site or location of the contracted Services provided, at which a notifiable incident has occurred, must ensure the site of the incident is not disturbed until an inspector arrives at the site or directs otherwise. This does not prevent any action required to protect a person's health or safety, help someone who is injured or make the site safe.

CheckUP may put in place and notify you of workplace policies and procedures from time to time. You acknowledge that compliance with those policies and procedures and additional obligations may form part of your obligations under your Agreement with CheckUP. Any costs and expenses to comply with those updated policies and procedures will not be recoverable.

Please contact the CheckUP team to discuss any of these matters at any time.