

POLICY REGISTER

HEALTH AND SAFETY POLICY

Policy adopted: 26th April 2012 Minute No. 119.4.12
Policy amended: 24th August 2017 Minute No. 217.8.17

Reviewed:

File Ref: P13-1, S12-14.4

Issue.	Prepared/Revised by and Date	Action/Amendment Description	Approved By and Date
1.0	WSC – 26/04/2012	First Edition	MANEX Minute No. 119.4.12 (26/04/2012)
1.1 WHSAP Version 4 Item 2	Sarah Godwin – Work Health Safety/Risk Officer 23/02/2017	Updated Policy to Comply with WHS Act 2011	Minute No. 217.8.17 (24/08/2017)

I PURPOSE

Warren Shire Council is committed to the provision of a safe and healthy work environment for all our employees, volunteers, contractors, visitors and persons that may be affected by works undertaken by Council, through the elimination or minimisation of risks.

II SCOPE

This policy applies to all Council workers at workplaces under the management and control of Warren Shire Council and includes employees, contractors and volunteers.

III OBJECTIVE

Council will demonstrate this commitment by;

- Establishing measurable objectives and targets to ensure continuous improvement;
- Allocating necessary resources to meet commitments;
- Promoting a culture where harm to our people through work is unacceptable;
- Developing and implementing health and safety standards that exceed the minimum legislative requirements;
- Adopting a risk management approach to achieve compliance with all NSW WHS related legislation to ensure the health and safety of employees, contractors, volunteers and visitors to its workplaces;
- Ensuring that plant, equipment and substances are safe and without risk to health and safety of personnel;
- Investigating all accidents, incidents, and occurrences with control measures implemented and reviewed to ensure elimination of initial breakdown;
- Communicating WHS through instruction, training and supervision to improve individuals' understanding of workplace hazards, including safe work practices and emergency procedures;
- Consulting between management, employees, volunteers, visitors and contractors on WHS issues;
- Ensuring that employees, volunteers, visitors and contractors comply with appropriate WHS standards, codes of conduct and workplace directions to ensure their own and others health and safety at work;
- Providing adequate systems and resources to effectively manage rehabilitation and return to work processes;
- Implementing, maintaining and reviewing the Health and Safety Management System.

IV RESPONSIBILITIES

While the obligation for each person is different, all persons must ensure that the way they carry out their work does not interfere with the health and safety of themselves and other persons at the place of work.

A. PERSON CONDUCTING A BUSINESS OR UNDERTAKING (COUNCIL)

Council (PCBU) must ensure, so far as is reasonably practicable, the health and safety of:

- Workers engaged, or caused to be engaged by the person, and;
- Workers whose activities in carrying out work are influenced or directed by the person, while the workers are at work in the business or undertaking.

B. OFFICERS (GENERAL MANAGER, DEPARTMENT MANAGERS AND MANAGERS)

Officers of Council have a duty to exercise ‘due diligence’ to ensure that Council complies with its duty to reasonably ensure health and safety.

Officers must:

- Acquire and keep up-to-date knowledge of work health and safety matters;
- Gain an understanding of the operations, hazards and risks of the business or undertaking;
- Ensure the Council uses appropriate resources and processes to eliminate or minimise risks;
- Ensure the Council receives, considers and responds to information regarding incidents, hazards and risks;
- Ensure the Council implements processes for complying with their duties – e.g. reporting notifiable incidents, consulting with workers, providing training and instruction to workers;
- Verify the provision and use of resources and procedures.

C. WORKERS

All workers are responsible for:

- Taking reasonable care for their own health and safety;
- Taking reasonable care that their acts or omissions do not adversely affect the health and safety of other persons;
- Following all WHS legislation, Council safety requirements and relevant codes of practice;
- Co-operating with management in the support of promotion of Health and Safety in the workplace;
- Not undertaking any task without the relevant induction, training or competency;

- Promptly reporting all hazards, injuries and safety incidents;
- Presenting for work in a fit state that does not prevent them carrying out their duties in a safe and responsible manner.

V COMPLIANCE WITH HEALTH AND SAFETY REQUIREMENTS

Council employees must observe Council's health and safety policies, protocols, procedures and instructions. If a breach occurs, it may be necessary for disciplinary action in accordance with disciplinary procedures under the Local Government (State) Award

VI REVIEW

This Policy shall be reviewed:

- Within 12 months immediately following a Council Election; or
- Immediately if any provision is contrary to law.