



G 15 – Work Health & Safety Policy

1 Objectives

The objectives of the Work Health & Safety Policy are to:

- 1.1 Comply with laws that require anyone in control of a workplace or a workplace activity to identify any potential hazards, assess the risks associated with those hazards and, if necessary, implement control measures to eliminate or minimise the risks.
- 1.2 Demonstrate Council's commitment to providing and maintaining a safe and healthy environment for all workers and visitors at all Shire workplaces.
- 1.3 Eliminate behaviour and activity that results in psycho-social harm and/or physical harm.
- 1.4 Provide adequate training, instruction and supervision to enable employees to perform their work safely and effectively.
- 1.5 Involve employees and contractors in the decision-making process through regular communication and consultation.
- 1.6 Ensure the prioritisation of work health and safety matters at all times.

2 Scope

This policy applies to all workers and visitors.

3 Definitions

Councillors

means members of an elected body that make decisions on behalf of a local government through a formal meeting process. Generally, local government Councillors, who include the Mayor or President and Councillors, do not have any authority to act or make decisions as individuals.

Employee

means a person that's hired to provide a service to a company either on a full-time, part-time or casual basis in exchange for payment. Also known as staff.

Worker

means a part-time or full-time employee, casual employee, contractor, subcontractor, self-employed person, outworker, apprentice or trainee, work experience student, employee of a labour hire company placed with a 'host employer' and volunteers.

Workplace Safety

means designing and maintaining your workplace to minimise physical and mental health risks.

4 Policy

- 4.1 Council is committed to promoting and providing for the health and safety of people in the workplace, through a high standard of quality management practice.
- 4.2 All workers and visitors to a workplace have a personal responsibility to:

- Take reasonable care to ensure their own safety at work.
- Take reasonable care not to adversely affect the mental or physical health and safety of any person.
- Recognise legislative responsibilities under the *Work Health and Safety Act 2020* (and associated regulations).
- Ensure the highest possible work health and safety standards are established and maintained in all workplaces.

4.3 Management is committed to supporting high standards of health and safety, performance and the continual improvement of behaviours and processes.

4.4 Effective mechanisms for consultation between management and employees will be established and maintained.

4.5 Hazards and risks will be managed to ensure safe work methods and a safe work environment through reporting, identification, assessment and control of hazards and their associated risks.

4.6 Appropriate training and development will be provided for employees and volunteers, ensuring they are equipped with the knowledge and skills to carry out their duties in a safe manner.

4.7 Workers will plan for the establishment and maintenance of essential safety management systems to continuously improve workplace health and safety.

4.8 There will be clear accountability of work health and safety responsibilities at all levels.

4.9 The organisation will comply with work health and safety legislation, relevant Australian Standards, Codes of Practices and Guidance Notes.

5 Accountabilities & Responsibilities

The organisation (through the Executive Management Team):

5.1 Recognises all responsibilities in relation to all work health and safety statutory obligations and will provide work health and safety information and advice to all workplaces.

5.2 Recognises its responsibilities for the maintenance of health and safety standards for all Councillors, operations, employees, contractors, volunteers and visitors through the provision of appropriate instruction, training and supervision.

5.3 Recognises its obligations to provide resources for work health and safety and will provide a mechanism of consultation with all parties on work health and safety issues.

5.4 Promotes and encourages communication at all levels of the organisation, all stakeholders and by supporting the Work Health and Safety Committee.

5.5 Council is accountable for:

- Ensuring the organisation has in place a lawful, transparent, and accountable policy framework, supported by a suite of compliant and appropriate policies and procedures.
- Endorsing (or not) each organisational policy document in a timely and effective manner.
- Delegating implementation of each policy document to the CEO.

- 5.6 The CEO is accountable for ensuring the development, implementation, monitoring and review of this policy document, in accord with governing legislation and Council directives.
- 5.7 All employees and volunteers are responsible for:
- Ensuring that all employees under their direction comply with this policy document.
 - Enacting process to redress non-compliance with this policy document.
 - Individual compliance with this policy document.

6 Risk Management

If this Risk Management Policy is not in place the risks include (but are not limited to):

- 6.1 Non-compliance with laws that require anyone in control of a workplace or a workplace activity to identify any potential hazards, assess the risks associated with those hazards and, if necessary, implement control measures to eliminate or minimise the risks.
- 6.2 Council's commitment to providing and maintaining a safe and healthy environment for all workers and visitors at all Shire workplaces is not recognised at operational level.
- 6.3 Behaviour and activity that results in psycho-social harm and/or physical harm is prevalent in the organisation.
- 6.4 There is a lack of adequate training, instruction and supervision to enable employees to perform their work safely and effectively.
- 6.5 Employees and contractors are not involved in the decision-making process through regular communication and consultation.
- 6.6 Work health and safety matters are not prioritised.

7 Legislation, Policy & Other Related Documents

Act	<i>Work Health and Safety Act 2020</i>
Regulation	<i>Work Health and Safety (General) Regulations 2022</i>
Local Law	
Shire Policies	G 12 - Risk Management

8 Version Control

Version	Date	Author	Amendments
V1	27 June 2024	N Gibbs	Original Document
Scheduled Reviewed Date	27 June 2027		Three year review