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Policy:

Work Health and Safety

2019

INFORMATION ABOUT THIS DOCUMENT

Date Adopted by Council		Resolution No.	
Document Owner	Executive Manager Corporate Services		
Document Development Officer	Risk Management and Safety Officer		
Review Timeframe	4 Years or when applicable legislative changes occur		
Last Review Date:	2019	Next Scheduled Review Date	2023

Document History

Doc No.	Date Amended	Details/Comments
2.1.04	August 2008	Occupational Health and Safety Policy Resolution Number: 280/08
2.1.04	July 2011	Policy reviewed and revised. Resolution Number: 262/11
1.2.21	March 2014	Work Health and Safety Policy Policy renamed, reviewed and revised to reflect changes in legislation. Resolution Number: 110/14
	January 2019	Policy reviewed and revised.

Related Legislation*	Local Government Act 1993; Local Government General Regulation 2005; Work Health and Safety Act 2011; and Work Health and Safety Regulation 2017.
Related Policies	Policy: Risk Management 2018
Related Procedures/ Protocols, Statements, documents	Manual: Work Health and Safety 2019

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1. OBJECTIVES

Uralla Shire Council is committed to providing a safe place of work and safe systems of work for its workers; being its staff, contractors, labour hire staff, and volunteers. This commitment not only stems from legislative and legal obligations but also from a sincere desire to keep its workers, community and visitors out of harm’s way and to be a safe, healthy and active shire.

The purpose of this policy is to outline how Uralla Shire Council will provide safe, healthy and inclusive workplaces.

2. SCOPE

Health and safety of workers and persons is the responsibility of all in the workplace. This policy applies to all areas of Uralla Shire Council’s activities in the delivery of its functions as a Local Government Authority, and to the Council Executive Team, Managers/Supervisors and workers of Council.

3. DEFINITIONS

Risk Control(s)	The means taking action to eliminate health and safety risks so far as is reasonably practicable, and if that is not possible, minimising the risks so far as is reasonably practicable. Eliminating a hazard will also eliminate any risks associated with that hazard.
Council	Uralla Shire Council
Hazard	A situation or thing that has the potential to harm a person. Hazards at work may include: noisy machinery, a moving forklift, chemicals, electricity, working at heights, a repetitive job, bullying and violence at the workplace.
Managers/Supervisors	Those workers of Council whom have direct reports
Persons	Other people whom are not Council workers such as members of the public and visitors to Council
Risk	Is the possibility that harm (death, injury or illness) might occur when exposed to a hazard.
Worker(s)	Any employee; contractor or subcontractor; employee of a contractor or subcontractor; labour hire company personnel, outworker; apprentice or trainee; work experience student; or volunteer undertaking work for Council

4. STATEMENT

Council is committed to providing a workplace where hazards and risks to the health and safety of workers and persons are identified and controlled to prevent harm and injury. Council aims to achieve this by:

- Continual development, implementation and review of Council’s Work Health and Safety Management System (WHSMS) and Enterprise Risk Management (ERM) framework;
- Complying with all relevant acts, regulations, standards and codes of practice;
- Providing work health and safety (WHS) advice, information, education and training to Council workers;

- Consultation with workers and workers' representatives to involve them when change and/or development of work practices are required when there is a risk to their health and safety from workplace hazards;
- Provision of adequate resources to enable the control of hazards/risks to the health and safety of workers and persons at Council workplaces; and
- The establishment, monitoring and review of health and safety objectives/targets to ensure continual improvement aimed at the elimination of work related illness and injury;

5. RESPONSIBILITIES

Everyone who is present at a Council workplace has a responsibility and a 'Duty of Care', being a legal obligation, to ensure the safety and well-being of others in the workplace. Specific responsibilities are cited below. Full details of WHS responsibilities are included in Council's WHS Manual.

5.1. Council Executive Team

- The Council Executive Team have the authority to identify required resources and to allocate provided resources for the development, implementation and maintenance of Council's WHSMS and ERM framework;
- The Council Executive Team are responsible for gaining an understanding of the hazards and risks associated within their Directorate's operations and to ensure hazards/risks are effectively controlled in the workplace; and
- Council's WHSMS, ERM and associated programs will be reviewed by the Council Executive Team at scheduled intervals.

5.2. Managers/Supervisors

Managers/Supervisors have a responsibility to:

- Ensure changes to policy, procedures and other WHS information are communicated and disseminated to their direct reports in a timely and efficient manner;
- Identify where resources are required for the development, implementation and maintenance of Council's WHSMS and ERM framework, and report this to their Director/Manager.
- To develop policy, procedures and other documentation to ensure a safe and healthy workplace relative to the scope of their operations and control;
- Be accountable, for taking all practical measures to ensure that the workplace under their control is safe and hazards/risks to the health and safety of workers and persons have appropriate controls in place to eliminate or reduce the risk to health and safety;
- Ensure any unsafe work practices/behaviour or unhealthy conditions are identified/'called out' and appropriately dealt with;
- Report promptly to their immediate Director/Manager when they do not have the necessary authority to implement controls or fix an issue, together with any proposed corrective actions; and
- Ensure that workers and their representatives, if needed, are consulted when change and/or development of work practices are required, and that any concerns they may have are referred to the appropriate Director/Manager, where there is a risk to health and safety.

5.3. Workers

Workers of Council have a responsibility to:

- Ensure the health and safety of themselves, other workers and other persons in the workplace;
- To work according to Council policy, procedure, safe systems of work, use appropriate personal protective equipment (PPE) provided and use all plant, materials, tools and substances in the manner for which they are intended; and
- Report to their Manager/Supervisor any hazards/risks to the health and safety of persons that cannot be controlled.

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