



# **Work Health & Safety Policy**

## POLICY OBJECTIVE

To demonstrate Council's commitment to providing a safe workplace and ensuring the health, safety and welfare of Council's elected members, workers,, contractors, volunteers and visitors, and to strive for continuous improvement in Council's health and safety performance.

## LEGISLATIVE PROVISIONS

*Work Health & Safety Act 2011*  
*Work Health & Safety Regulations*  
*Local Government Act 1993*  
*Mines Health & Safety Act 2004*  
*Mines Health & Safety Regulations 2007*

## POLICY STATEMENT

To achieve a safe, healthy, low risk work environment the commitment and cooperation of all our elected members, staff, contractors, volunteers and visitors is essential.

Work health and safety is both an individual and shared responsibility of all.

### Definitions:

- **Council** is defined as a Person Conducting a Business or Undertaking (**PCBU**).
- **Officers** are persons within Council who make or participate in making decisions that affect the whole or a significant part of the organisation. Councils designated officers are the General Manager, Director Business Services, Director Operations , Director Growth, Strategy and Culture and Director Utilities.. Other senior Managers and staff members who advise and participate in making operational decisions may also be considered as Officers.
- **Workers** are anyone carrying out work, in any capacity for or on behalf of Council. This includes employees, contractors and their employees, sub-contractors and their employees, labour hire employees engaged to work for Council, outworkers, apprentices, trainees, work experience students and volunteers.
- **Other persons at the workplace** are any person present at a place where Council carries out business or undertakings.

### Duties:

Principles applicable to duties are

- Duties are not transferable, and
- Duties cannot be delegated to another person, and
- A person can have more than one duty (i.e. Officers also have duties as Workers), and
- More than one person can have the same duty.

**Council's** primary duty of care is to ensure the health and safety of workers while they are at work and that the work carried out does not carry risks to the health and safety of others. Additionally Council, as a PCBU, must consult, coordinate and cooperate with other PCBUs working for or on behalf of Council.

To meet these duties Council will, as far as is reasonably practical:

- Provide and maintain a safe work environment
- Provide and maintain safe plant and structures
- Provide and maintain safe systems of work

- Ensure the safe use, handling and storage of plant, structures and substances
- Provide adequate facilities (and ensure access is maintained)
- Provide instruction, training, information and supervision
- Monitor the health of workers and conditions at Council workplaces

**Officers** are required to exercise due diligence to ensure Council meets its' duties. They must take reasonable steps to:

- Gain and update knowledge of WHS matters
- Understand the nature of Council's operations, and the general hazards and risks involved
- Ensure Council has and uses appropriate resources for eliminating or minimizing risks
- Ensure Council has processes for receiving, reviewing and responding to information about incidents, hazards and risks
- Ensure Council implements processes for complying with its duties including consultation, providing training and instruction and reporting of notifiable incidents

**Workers** shall, as far as is reasonably practicable:

- Take reasonable care for their own safety
- Take reasonable care to ensure their acts or omissions do not adversely affect the health and safety of others
- Comply with reasonable instructions from Council to assist in complying with the *WHS Act 2011*
- Cooperate with policies and procedures relating to health and safety that the workers have been informed of

**Other persons at the workplace** (whether or not that person has another WHS duty) must:

- Take reasonable care for their own safety
- Take reasonable care to ensure their acts or omissions do not adversely affect the health and safety of others
- Comply with reasonable instructions from Council to assist in complying with the *WHS Act 2011*

Version	Council Meeting Date	Resolution	Adoption Date	Effective From
1	17 April 2007	07/177	17 April 2007	17 April 2007
2	19 May 2009	09/264	19 May 2009	19 May 2009
3	19 April 2011	11/118	8 June 2011	8 June 2011
4	20 December 2011	11/458	20 December 2011	20 December 2011
5	18 June 2013	13/249	26 July 2013	26 July 2013
6	16 May 2017	17/159	16 May 2017	16 June 2017
<b>All policies can be reviewed or revoked by resolution of Council at anytime.</b>				

**DIRECTORATE:** Executive Services

**BUSINESS UNIT:** Human Resources