



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 stake holders 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 Administration

Original Adoption Date	27 June 2024
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