

# Work Health and Safety Policy

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## Contents

1. Purpose.....	3
2. Background.....	3
3. Scope .....	3
4. Definitions .....	3
5. Policy Statement .....	4
5.1 WHS Commitment .....	4
5.2 Compliance with Health and Safety Requirements .....	4
6. Responsibilities.....	4
6.1 WHS Specific Responsibilities.....	4
6.1.1 Duty Holders .....	4
6.1.2 Officer Duties.....	5
6.1.3 All Workers .....	5
6.2 General responsibilities.....	5
7. Records.....	5
8. References & Associated Documents .....	6
9. Policy History.....	6

# 1. Purpose

The NSW Work Health and Safety Act 2011 (The Act) places a duty of care upon all Persons Conducting a Business or Undertaking (PCBU's) in NSW to ensure the health, safety and welfare of their workers while they are at work.

This policy:

- shows the commitment of Federation Council and its management and workers to health and safety;
- aims to remove or reduce the risks to the health, safety and welfare of all workers, contractors and visitors, and anyone else who may be affected by our business operations;
- aims to ensure all work activities are done safely.

# 2. Background

Council has obligations and responsibilities under a large number of Acts and Regulations. In relation to the management of risk, the following are some of the key pieces of legislation affecting Council operations:

Local Government Act 1993 and (General) Regulation 2005  
Work Health and Safety Act 2011 and Regulation 2017  
Environmental Planning and Assessment Act 1979  
Roads Act 1993  
State Records Act 1998  
Civil Liability Act 2002

# 3. Scope

This Policy is applicable to Councillors, senior management, staff, volunteers, contractors and all other stakeholders throughout Federation Council.

# 4. Definitions

**Council:** means Federation Council.

**PPE:** Personal Protective Equipment - anything used or worn by a person to minimise risk to the person's health or safety and includes a wide range of clothing and safety equipment. PPE includes boots, facemasks, hard hats, earplugs, respirators, gloves, high visibility clothing etc.

**The Award:** means Local Government (State) Award 2017.

**WHS:** Work Health & Safety - protecting the health and safety of all stakeholders in the workplace from exposure to hazards and risks resulting from work activities.

**Worker:** Person/s carrying out work in any capacity for a person conducting a business or undertaking and includes councillors, staff, volunteers and contractors.

## 5. Policy Statement

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

### 5.1 WHS Commitment

Council will meet its commitment to Work Health and Safety by:

- Acknowledging our legislative requirements and ensuring compliance as the minimum acceptable standard;
- Ensuring Managers and Supervisors are responsible and accountable for the health, safety and wellbeing of the workers within their areas;
- Implementing, maintaining and reviewing the Work Health and Safety Management System and Processes for the control of workplace risks and hazards;
- Developing relevant and measurable objectives and targets across Council to ensure continuous improvement aimed at the elimination of work related risk, injury and illness;
- Providing information, training, instruction and supervision to Council's workers to ensure they have the skills and competencies required to safely undertake their roles;
- Effectively communicate relevant health and safety information to all our Workers, Contractors and Volunteers;
- Ensuring the Work Health & Safety Committee is used as a forum for discussion of health and safety issues and initiatives;
- Investigating all incidents, injuries and reported hazards and implementing control measures to minimise or eliminate risks;
- Providing adequate systems and resources to effectively manage rehabilitation and return to work processes;
- Ensuring that all contractor engagement arrangements include provisions for compliance with work health and safety requirements;
- Monitoring, measuring and reporting work health and safety performance on a regular basis.
- Ensuring adequate resources are provided for the implementation of this Policy and the underlying procedures and management systems.

### 5.2 Compliance with Health and Safety Requirements

Everyone must observe Council's Work Health and Safety policies, protocols, procedures and instructions when carrying out works undertaken by Council. Failing to comply with WHS Procedures will be dealt with in accordance with Council's Disciplinary Procedure and in line with Award provisions. Breach of WHS legislation or any other State or Federal Laws may also result in prosecution.

Any dispute or disagreement in relation to this Policy, and supporting Procedures, will be dealt with in line with Council's Grievance and Dispute procedures and in line with Award provisions.

## 6. Responsibilities

### 6.1 WHS Specific Responsibilities

#### 6.1.1 Duty Holders

Person conducting a business or undertaking (PCBU) – Council.

Council 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.

The General Manager has ultimate responsibility for the implementation of Councils WHS programme, reviewing overall organisational health and safety performance, and the health and safety review of executive management.

### **6.1.2 Officer Duties**

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

Council shall fulfil these responsibilities through the appointed General Manager, Directors and Managers who are responsible and accountable for the safety of workers including contractors, volunteers and Council property under their control.

### **6.1.3 All Workers**

All workers have responsibility for taking reasonable care of their own health and safety and taking reasonable care that their acts or omissions do not adversely affect the health and safety of other persons.

## **6.2 General responsibilities**

### **Council**

Council will allocate sufficient human and financial resources to support the ongoing operation of the Work Health and Safety Management System.

### **General Manager**

Shall ensure the development of WHS management policies, procedures and processes that conform to this Policy and legislative requirements.

### **Directors and Staff**

Directors and appropriate departmental staff are responsible for the implementation and ongoing operation of the Policy and supporting procedures and processes.

### **Risk and safety Unit Staff**

Shall provide risk management advice to all Federation Council staff, Councillors, volunteers, contractors and other stakeholders as and when required.

## **7. Records**

Federation Council is legislatively required to ensure that complete and accurate records of the business of Council are created and managed for as long as required to support business decision making, accountability, credible evidence and legislative requirements.

Council uses HP Content Manager as its electronic document and records management system. All records generated in the operation of council's Work Health and Safety Management System are to be kept in Content Manager.

## 8. References & Associated Documents

### Relevant Legislation

NSW Work Health & Safety Act 2011  
NSW Work Health & Safety Regulation 2017  
NSW Workers Compensation Act 1987  
NSW Local Government Act 1993

### Relevant Council Policies and Supporting Documents

Risk Management Policy 17/28030  
Risk Management Framework 17/34556  
Work Health and Safety Plan 18/15980

## 9. Policy History

Version	Date	Changes / Amendments
1	May 2019	Initial Issue

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