



YOUNG SHIRE COUNCIL

WORK HEALTH & SAFETY POLICY

DATE ADOPTED: 17TH JULY 2013

CONTENTS

1	POLICY OBJECTIVE	3
2	POLICY STATEMENT.....	3
3	RESPONSIBILITY.....	4
4	IMPLEMENTATION.....	5

1 POLICY OBJECTIVE:

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

2 LEGISLATIVE PROVISIONS:

Work Health & Safety Act 2011

Work Health & Safety Regulations

Local Government Act 1993

Mines Health and Safety Act 2004

Mines Health and Safety Regulations 2007

3 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 significant part of the organisation. Councils designated officers are the General Manager, Director Corporate Services, Director Operations, Director Planning Environment & Strategic Services and Director Utility Services. 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),
 - More than one person can have the same duty.

Council's primary duty 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 the 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 instructions, training, information and supervision.
- Monitor the health of workers and conditions at Council workplaces.
- Consult with workers in accordance with WH&S legislation on all matters that impact on their health, safety and welfare at work including the development of Council's policies, procedures and safe work practices.

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 instructions 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.
- 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.

4 ACCOUNTABILITY:

Council, Council's Officers and Workers may be held be liable under the Work Health and Safety Act 2011 and the Work Health and Safety Regulations for any breaches of the Act and the Regulations. Penalties are outlined in the Act and Regulations.

5 BUDGETARY IMPLICATIONS:

Council will make provision in the annual budget for:

- Improvement to staff safety and welfare;
- Ongoing risk assessment and management;
- Ongoing training of staff;
- Resourcing of WH&S key outcomes and
- Resourcing of safety equipment.

6 IMPLEMENTATION STATEMENT:

In conjunction with and to support this policy, Council will:

- Comply with or exceed the spirit or intent of all relevant legislation and subsidiary regulations and codes, and provide the resources necessary to meet these requirements.
- Institute appropriate guidelines, procedures, policy statements, training and health programs on specific individual work health and safety matters.
- Supply equipment and instruction manuals as applicable.
- Involve staff in work health and safety matters and consult with them in ways of eliminating or minimizing risks in the workplace.
- Provide opportunities for improvements in employee health.
- Regularly review the Council WHS performance as part of a continuous improvement plan and report to the Health and Safety Committee.

This policy will be made available to staff, Councillors, volunteers, and contractors during induction, on the internet and on staff notice boards and made available to the public on the internet or by response to specific request.

Implementation will be by:

- Ongoing operations/function of the Health and Safety Committee;
- Annual assessment of budgetary provisions in Council's Management Plan and
- Incorporation of the provisions of this policy into the annual Management Planning process.

Review

The policy shall be reviewed every three years, or sooner if any information, incident, injury, illness, legislative or organisational change warrants a review of the policy.

All policies can be reviewed or revoked by resolution of Council at anytime.

Peter Vlatko
General Manager

Stuart Freudenstein
Mayor

OH&S Policy
Date Adopted 21.04.10

Resolution No 104/10

Review of OHS Policy
Modified to WHS Policy

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