



Work Health and Safety Policy

Version: 1; Adopted: 23 November 2018

1. Intent

This policy aims to provide a framework that ensures the health and safety of Council's workforce, and the protection of its assets and the community.

The objectives of this policy are to:

- Create a workplace culture that prioritises health and safety over operational needs;
- Facilitate consultation and communication on all matters relating to work health and safety (WHS);
- Ensure compliance with the Work Health and Safety Act 2011 & Regulation 2017;
- Ensure effective systems for monitoring the health of workers and workplace conditions; and
- To provide a safe place of work, a safe system of work as our primary duty of care.

2. Scope

This policy applies to current and prospective employees and extends to cover councillors, apprentices, trainees, volunteers, contractors, service providers and visitors.

3. Framework

Council strives to achieve a harm-free workplace that prevents incidents through a rigorous and systematic process of risk identification, mitigation/control and management.

Council will develop an effective, safe system of work that promotes communication, consultation and inclusion so that all stakeholders are effective in meeting our WHS objectives and aims.

To meet Council's legal and moral obligations as the 'person conducting a business or undertaking' (PCBU), we empower our workforce with the authority and responsibility to stop the work process if they believe conditions are unsafe, and for our leadership to be accountable for their actions.

4. Accountabilities

4.1. GENERAL MANAGER

- Ensure the policy framework promotes a workplace committed to continuously improving WHS performance.
- Ensure managers and supervisors support, manage and apply this policy within their area.
- Set measurable objectives and targets to assess the Council's performance.

4.2. MANAGERS/SUPERVISORS

- Understand this policy and its associated procedures, including the Grievance and Dispute Procedures of the Local Government (State) Award 2017 ("the Award").
- Make available education, information and support regarding the policy and its associated procedures.

- Apply the policy and its associated procedures fairly, reasonably and consistently, including provide adequate instruction, consultation, training and supervision that is reasonably necessary to ensure a harm-free workplace, ensure employees continuously meet their responsibilities and accountabilities and respond in an appropriate, timely and effective manner to address any concerns, hazards or risks raised by any worker or stakeholder of the Council.

4.3. WORKERS, ELECTED PERSONS & CONTRACTORS

Each worker has an obligation to meet the Councils objectives and Part 2: Section 28 of the Work Health and Safety Act 2011.

While at work, a worker must:

- take reasonable care for his or her own health and safety; and
- take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons; and
- comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person to comply with this Act; and
- co-operate with any reasonable policy or procedure of the person conducting the business or undertaking relating to health or safety at the workplace that has been notified to workers

5. Definitions

Term	Definition
PCBU	A 'person conducting a business or undertaking' is a legal term under WHS laws for individuals, businesses or organisations that are conducting business.
Stakeholder	Any individual, group or organisation that can affect, be affected by, or perceive itself to be affected by this policy.
Worker	Anyone who performs work in any capacity for an employer, business or organisation is considered a worker. This includes volunteers and contractor.

6. Linkages

6.1. APPLICABLE LEGISLATION

This policy is to be read in conjunction with the following:

- Work Health and Safety Act 2011 (NSW)
- Work Health and Safety Regulations 2017

6.2. RELATED POLICIES AND PROCEDURES

Please refer to the following policies/procedures:

- Code of Conduct

7. Review

This policy was developed as part of a Bourke, Brewarrina and Walgett Joint Project (2018).

This Policy will be reviewed every three years or if identified as required. Any amendment to the Policy must be by way of a Council Resolution or the approval of the General Manager.



7.1. POLICY AMENDMENTS

Version	Date Approved	Resolution No	Description of Changes
V1	23 November 2018	219/18	

