

1. Purpose

Warrumbungle Shire Council's vision is that all injuries to our personnel are unacceptable. Our commitment is to the provision of a safe and healthy work environment for all our employees, volunteers, contractors, visitors and persons that may be affected by works undertaken by Council through the elimination or minimisation of risks.

2. Objectives of the Policy

In accordance with Council's commitment to the provision of a safe and healthy workplace, this policy and associated procedures will aim to:

- Ensure the health, safety and welfare of Council workers
- Ensure compliance with the Work Health and Safety Act 2011
- Ensure the development, assessment and implementation of an appropriate safety system.

3. Policy Scope

Council employees, volunteers and contractors must observe Council's health and safety policies, protocols, procedures and instructions. If a breach occurs, it may be necessary for disciplinary action in accordance with disciplinary procedures under the Local Government (State) Award.

4. Background

The policy has been developed to assist Council in complying with:

- WHS Act 2011
- WHS Regulation
- Australian Standards
- Codes of Practice relating to WHS.

5. Definitions

WHS:

Work Health and Safety

PCBU:

Person conducting a business or undertaking

Officer:

A person who makes, or participates in making decisions that affect the whole or a substantial part of a business or undertaking

Workers:

Employees, volunteers, contractors and visitors to a workplace

Due diligence

Due diligence requires that employers, officers and others understand and carry out their legal duties, assess the risk and hazards in the workplace on an on-going basis and take all reasonable precautions with respect to those risks.

Reasonably practicable (Section 18 WHS Act 2011)

In relation to a duty to ensure health and safety, means that which is, or was at a particular time, reasonably able to be done in relation to ensuring health and safety, taking into account and weighing up all relevant matters including:

- (a) the likelihood of the hazard or the risk concerned occurring, and
- (b) the degree of harm that might result from the hazard or the risk, and

- (c) what the person concerned knows, or ought reasonably to know, about:
 - (i) the hazard or the risk, and
 - (ii) ways of eliminating or minimising the risk, and
- (d) the availability and suitability of ways to eliminate or minimise the risk, and
- (e) after assessing the extent of the risk and the available ways of eliminating or minimising the risk, the cost associated with available ways of eliminating or minimising the risk, including whether the cost is grossly disproportionate to the risk

6. Policy Statement

Warrumbungle Shire's commitment to health and safety will be demonstrated by:

- Consulting, cooperating and coordinating with other persons in control of the business or undertakings
- Establishing measurable objectives and targets to ensure continuous improvement
- Allocating necessary resources to meet commitments
- Promoting a culture where harm to our people through work is unacceptable
- Developing and implementing health and safety standards that exceed the minimum legislative requirements
- Adopting a risk management approach to achieve compliance with all NSW WHS related legislation to ensure the health and safety of workers, contractors, volunteers and visitors to its workplace
- Ensuring that all plant, equipment and substances are safe and without risk to the health and safety of workers
- Investigating all accidents, incidents and near misses
- Communicating WHS through instruction, training and supervision to improve individual's understanding of workplace hazards, including safe work practices
- Consultation between management and workers on WHS issues
- Ensuring that workers comply with appropriate WHS standards, codes of conduct and workplace directions to ensure their own and others health and safety
- Providing adequate systems and resources to effectively manage rehabilitations and return to work process
- Implementing, maintaining and reviewing the Health and Safety Management System

7. Responsibilities

Person conducting a business or undertaking (Council)

Council must ensure, so far as 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 Council's WHS protocol, reviewing overall organisational health and safety performance and health and safety performance review of executive management.

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. Officers are defined as a person who makes, or participated in making decisions that affect the whole or a substantial part of a business or undertaking.

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.

All workers

All workers have responsibility for:

- Taking reasonable care for their own health and safety
- Taking reasonable care that their acts or omissions do not adversely affect their health and safety or that of other persons
- Following all WHS legislation, Council safety requirements and relevant codes of practice
- Co-operating with management in support of promotion of health and safety in the workplace
- Not undertaking any task without the relevant induction, training or competency
- Promptly reporting all hazards, injuries and safety incidents
- Presenting for work in a fit state that does not prevent them from carrying out their duties in a safe and responsible manner.

8. Associated Documents

WHS Act 2011

WHS Regulation 2011

9. Getting Help

For information regarding this policy please contact Council's Safety Officer.

10. Version Control

Version: 2

Review Date: 1 July 2015

Staff Member Responsible for Review: Council's Safety Officer in consultation with WHS Committee.

Policy Name

Work Health Safety Policy

Approved

MANEX

Date

October 2013