



WHS POLICY

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Service Unit:	Management Policy		
Author:	WHS/Risk Officer		
Responsible Director:	General Manager		
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Minute No:			

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POLICY TITLE – WORK HEALTH AND SAFETY POLICY

Reference Number:	TBA
Policy Name:	Work Health and Safety
Strategic Plan:	N/A
Classification:	Management Policy
First Adopted:	July 2015
Review:	Every 12 months or as required
Last Reviewed:	March 2019
Next Review Date:	March 2020
Responsible Officer(s):	General Manager and Directors, Engineers, Environmental Health, and Building Officer
Applicable Legislation:	<ul style="list-style-type: none"> • WHS Act 2011 • WHS Regulation 2011
Related Documents:	<ul style="list-style-type: none"> • Safety Policies and Procedures
Delegations:	N/A
Version Control:	4.0

1. Purpose

The work, health, and safety of all workers within the Central Darling Shire Council and those visiting the organisation are considered to be of the utmost importance. Resources in line with the importance attached to work health and safety will be made available to comply with all relevant Acts, Regulations and Codes of Practice to ensure that the workplace is safe and without risk to health.

2. Leadership and Commitment

Commitment, awareness, responsiveness, active support, and feedback from Council's senior management are critical for the success of the safety management system and therefore they have specific responsibilities for which they need to be personally involved and which they need to direct. To achieve improved acceptance and implementation of the safety management system processes, leadership includes communicating the requirements of "what" needs to be done and "why" it should be done.

Senior management shall develop, lead, and promote a culture in Council that supports the safety management system and encourages workers, to actively participate in safety management.

3. Objectives are to:

- Provide a safe environment for all workers, contractors, visitors, and general public.
- Provide safe and healthy working conditions for the prevention of work-related injury and ill health.
- Satisfy applicable legal requirements.
- Control safety risks using the hierarchy of controls.
- Continually improve the safety management system to enhance the Council's safety performance.
- Promote consultation and participation of workers with regards to work health and safety.

- Ensure Council's Officers are provided with sufficient information to fulfil their legislative due diligence requirements.

4. The Success of the Objectives is Measured by:

- All work activities are analysed, planned and risk assessed with considerations given to implementing proactive control measures.
- Continued consultation and feedback between workers and management resulting in positive safety initiatives.
- Conducting regular consultation meetings, induction programs and training courses for workers and senior management.
- Incorporating safety duties in all management and worker's position descriptions.
- Workers reporting all incidents in the workplace and assisting with investigations, with senior management signing off on implemented actions.
- Cost effective claims and management in the reduction of lost time injuries.

5. Consultation (Section 46-49 WHS Act)

The Work, Health and Safety Consultation Flow Chart and Consultation Record Sheet has been developed to support this policy and details the requirements for consultation between management and workers. The flow chart is made to facilitate participation from all people in the workplace to ensure that the objectives of the flow chart are met, and the requirement to provide workers with feedback is encouraged.

6. Work Health and Safety Program

In order to implement the general provisions of this policy, a program of activities and procedures will be set up, continually updated, and effectively carried out. The program will relate to all aspects of health and safety, including:

- Leadership and Commitment
- Emergency Procedures
- Incident and Hazard Reporting
- First Aid
- Consultation and Communication
- Safety Training and Induction
- Risk Management and the Risk Register
- Specific Safety Requirements: Asbestos and Fatigue
- Psychological Wellbeing
- Inappropriate Behaviour
- Contractors
- Dangerous Goods
- Electrical Safety
- Confined Spaces
- Falls from Heights
- Manual Handling
- Plant and Equipment

- Personal Protective Equipment
- Slips Trips and Falls
- Alcohol and Other Drugs
- Vehicles
- UV Radiation
- Working Alone
- Workplace Inspections

7. Specific Duties

General Manager/Directors (Officers)

An officer must exercise due diligence to ensure Council has an understanding of operations, hazards, and risks in compliance with their duties. They must:

- Acquire and keep up-to-date knowledge of work health and safety matters.
- Gain an understanding of the operations, hazards, and risks of the organisation.
- Ensure regular Staff Consultative Committee meetings convene and are documented
- Ensure Council uses appropriate resources and processes to eliminate or minimise risks.
- Ensure Council receives, considers, and responds to information regarding incidents, hazards, and risks.
- Ensure Council implements processes for complying with their duties – e.g., reporting notifiable incidents, consulting with workers, providing training and instruction to workers, ensuring health and safety representatives receive training.
- Review frequently the Work Health and Safety Management Plan and Management Safety Action Plan
- Verify the provision and use of resources and procedures.

7.1 Managers and On-Site Supervisors

Managers and on-site supervisors are responsible for taking so far as reasonably practicable measures to ensure:

- The workplace under their control is safe and without risks to health; and
- The behaviour of all persons in the workplace is safe and without risks to the health and safety of themselves, workers, and others.
- Workers comply with the Central Darling Shire Council Work Health and Safety Policy

7.2 Workers (including contractors)

A worker includes an employee, labour hire staff, volunteer, apprentice, work experience students, sub-contractor, contractor, or trainee.

While at work a worker must:

- Take reasonable care for their own and others' health and safety.
- Comply with any reasonable instruction from Council management so far as you are reasonably able.
- Co-operate with any reasonable lawful policies and procedures of the Council.

A worker shall remove any hazard if able to do so safely, otherwise, all workers are to report to their immediate Supervisor any hazardous or unsafe conditions that they may be aware of and complete required documentation.

Approved by the General Manager:

Signed: _____

Date: _____

8. Central Darling Shire Council Work, Health and Safety and Consultation Policy (Extract)

General Policy

The work health and safety of all workers within the Central Darling Shire Council and those visiting the Organisation are considered to be of the utmost importance. Resources in line with the importance attached to work health and safety will be made available to comply with relevant Acts, Regulations and Codes of Practice to ensure that the workplace is safe and without risk to health so far as reasonably practicable.

Objectives are to:

- Provide a safe environment for all workers, contractors, visitors, and general public.
- Provide safe and healthy working conditions for the prevention of work-related injury and ill health.
- Satisfy applicable legal requirements.
- Control safety risks using the hierarchy of controls.
- Continually improve the safety management system to enhance the Council's safety performance.
- Promote consultation and participation of workers with regards to work health and safety.
- Ensure Council's Officers are provided with sufficient information to fulfil their legislative due diligence requirements.

The Success of the Objectives are Measured by:

- All work activities are analysed, planned and risk assessed with considerations given to implementing proactive control measures.
- Continued consultation and feedback between workers and management resulting in positive safety initiatives.
- Conducting regular consultation meetings and induction programs and training courses for workers and senior management.
- Incorporating safety duties in all management and workers job descriptions.
- Workers reporting all incidents in the workplace and assisting with investigations, with management signing off on implemented actions.
- Cost effective claims and management in the reduction of lost time injuries.

Consultation

Consult with workers as per Work Health and Safety Act 2011 (NSW) Section 46-49 and Code of Practice for Consultation, Cooperation and Coordination and provide feedback as required to workers.

Specific Duties

1. General Manager/Directors (Officers)

An officer must exercise due diligence to ensure that council complies with their duties. They must take reasonable steps to acquire and keep up to date knowledge of the Work Health and Safety matters including gaining new understanding of the operations, hazards and risks of the business or undertaking with appropriate resources and that accurate records are kept.

2. Managers/ On Site Supervisors

Managers/ onsite supervisors are responsible for taking so far as reasonably practicable measures to ensure:

- The workplace under their control is safe and without risks to health; and
- The behavior of all persons in the workplace is safe and without risks to the health and safety of themselves and others.
- Ensure incidents are reported.
- Ensure all contractors are inducted and records secured.

3. Workers

While at work a worker must:

- Take reasonable care for their own and others' health and safety.
- Comply with any reasonable instruction from council management, so far as you are reasonably able.
- Co-operate with all reasonable lawful policies and procedures of council.

A worker shall remove any safety hazard if able to do safely; otherwise, all workers are to report to their immediate Supervisor any hazardous or unsafe condition that they may be aware of.

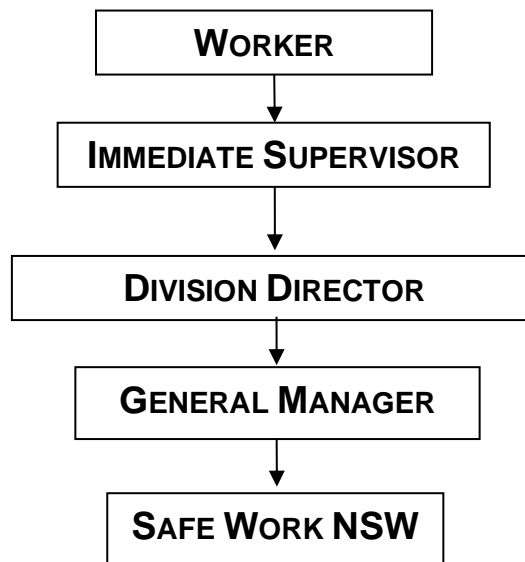
General Manager:

Signature:

Date:

9. Consultation Flow Chart

CONSULTATION FLOW CHART



Explanatory Notes:

1. If any worker has had an incident or has a safety complaint or concern the worker must document the matter using Council's required documentation and forward to their Immediate Supervisor by the completion of the working shift. Incidents and near misses must be reported to a member of the safety team. If you wish to keep a copy for your own information, please request a copy.
2. If the worker is unhappy with the action or lack of action by their immediate supervisor follow the flow chart accordingly.
3. This Consultation Flow Chart supports Council's Safety Policy.
4. The immediate Supervisor or Branch Manager **must** give the worker feedback, within 48 hours of receiving any Safety issue/complaint from a worker.
5. Point 4 also applies to others listed in the flowchart.
6. Feedback can be verbal but, documented creates a paper trail of evidence. (Documentation is recommended).

10. Consultation Record Sheet

Version: 4.0

CONSULTATION

RECORD SHEET

June 2020

DATE **LOCATION**

TIME

Name

CONSULTATION DETAILS

Signature

RECORDED BY:

Position

TOPICS RAISED	CONSULTATION OUTCOMES	ACTIONED BY AND DATE FOR COMPLETION
1		
2		
3		
4		
5		
6		
7		

Is feedback required? Yes No

RECORD OF THOSE INVOLVED IN THE CONSULTATION PROCESS			
Name	Signature	Name	Signature

All Completed Sheets MUST be Registered in Council's Record Management System