

## POLICY NO LG28 WORK HEALTH & SAFETY POLICY

<b>DEPARTMENT:</b>	Governance
<b>RESPONSIBLE OFFICER:</b>	Human Resources Manager
<b>LINK TO STRATEGIC PLAN:</b>	Maintain workforce standards and procedures that ensure that the work health, safety and welfare of employees, contractors and public is protected and enhanced.
<b>STATUTORY AUTHORITY:</b>	Workplace Health and Safety Act 2012
<b>OBJECTIVE:</b>	Break O' Day Council (Council) is committed to ensuring a safe and healthy work environment and work activities in accordance with the Work Health and Safety Act 2012 (the Act), its amendments, regulations, related Code of Practices and Australian Standards. It is designed primarily to ensure that all parties understand their responsibilities and duties under the Act.
<b>POLICY INFORMATION:</b>	Adopted 19 March 2012 – Minute 03/12.15.4.069 Amended 19 August 2013 – Minute 08/13.15.6.231 Amended 18 May 2015 – Minute No 05/15.11.9.127

### POLICY

#### 1. SCOPE

This policy applies to all paid workers, volunteers, councillors, contractors and visitors while visiting or conducting business or any other activities that are under the management, control, influence of or in participation with, Council.

#### 2. POLICY STATEMENT

Workers will be consulted and encouraged to assist in the provision of a safe and healthy work environment and to comply with the Work Health and Safety Act 2012. Council aims to develop and maintain a culture that supports the highest standard of health and safety within all Council work areas and activities.

Council is committed to establishing and maintaining a proactive Health & Safety Committee. The Committee is responsible for maintaining a permanent forum for communication between workers and management on health and safety issues.

#### 3. RESPONSIBILITIES

In accordance with the Work Health and Safety Act 2012, s19, s28 and s29 the duties and responsibilities are outlined as follows

### **3.1. DUTIES OF COUNCIL**

Council must ensure so far as is reasonably practicable, the health and safety of workers engaged, or caused to be engaged by Council and workers whose activities in carrying out work are influenced by Council while the workers are at work.

Council must ensure, so far as is reasonably practicable, that the health and safety of other persons is not put at risk from work carried out as part of the conduct of the business.

Furthermore, Council must as far as is reasonably practicable:

- provide and maintain a work environment without risks to health and safety
- 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 for the welfare at work of workers in carrying out work for the business, including ensuring access to those facilities
- provide any information, training, instruction or supervision that is necessary to protect all person from risks to their health and safety arising from work carried out as part of the conduct of the Council
- ensure that the health of workers and the conditions of the workplace are monitored for the purpose of preventing illness or injury of workers arising from the conduct of the business

### **3.2. DUTIES OF WORKERS**

While at work, a worker must:

- take reasonable care for his or her own health and safety
- take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons
- comply, so far as the worker is reasonably able, with any reasonable instruction that is given by Council to allow the person to comply with the Work Health and Safety Act 2012
- cooperate with any reasonable policy or procedure of Council relating to health and safety at the workplace that has been notified to workers

### **3.3. DUTIES OF OTHER PERSONS AT THE WORKPLACE**

A person (eg contractor, visitor) at the workplace must:

- take reasonable care for his or her own health and safety
- take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons
- comply, so far as they are reasonably able, with any reasonable instruction that is given by Council to allow Council to comply with the Work Health and Safety Act 2012

## **4. RELATED POLICIES, REGULATIONS AND STANDARD OPERATING PROCEDURES**

Work Health and Safety Act 2012  
Work Health and Safety Regulations 2012  
Smoking Policy  
Rehabilitation Policy  
Social Functions Policy

Health & Safety Induction Manual  
PPE Policy (DRAFT)  
UV Protection Policy (DRAFT)  
SOP – Sharps Handling  
SOP – Incident Reporting

## **10. MONITORING AND REVIEW**

This Policy will be reviewed every three (3) years in line with the Council's Policy Framework or earlier in the event of major changes to legislation or related policies, procedures or if deemed necessary by the General Manager.