

WORKPLACE HEALTH AND SAFETY POLICY

POLICY OBJECTIVE

This policy deals with council's responsibilities under the Work Health and Safety legislation.

1. POLICY STATEMENT

The intent of this policy is to demonstrate Council's commitment to the provision of a physical and mentally healthy work environment, in accordance with the NSW legislative framework established under the WHS Act 2011, WHS Regulation 2017, supporting Codes of Practice and interpretive guidelines that are in place at the time of adopting this policy or as amended from time to time.

2. POLICY COVERAGE

This policy applies to all areas of Council's operations and covers all employees, councillors, managers, directors, contractors and visitors of Council.

3. STRATEGIC PLAN LINK

Objective: 4.0 Wentworth is a caring, supportive and inclusive community that is informed and engaged in its future

Strategy: 4.1 Provide strong and effective representation, leadership, planning, decision-making and service delivery

4. DEFINITIONS AND ABBREVIATIONS

Term/Word	Definition
PCBU	Person conducting a business or undertaking
Council	Wentworth Shire Council
Officer	A person who makes, or participates in making, decisions that affect the whole or a substantial part of the organisation or has the capacity to affect significantly the organisation's financial standing.
Worker	A person that carries out work in any capacity for Council including an employee, contractor, an employee of a contractor an employee of a labour hire, an outworker, an apprentice or trainee, a student gaining work experience, a volunteer or a person of a prescribed class.
Workplace	A place where work is carried out and includes any place where a worker goes, or is likely to be, while at work
WHS	Work Health & Safety
Act	Work Health and Safety Act 2011

5. POLICY CONTENT

- 5.1 Providing a safe and health workplace and working environment for all workers and other persons, so far as is reasonably practicable, by developing and implementing standards and systems that comply with or exceed legislative requirements and will ensure resources are provided to meet those requirements.

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- 5.2 Protecting workers and others against harm to their health, safety and welfare through the elimination or minimisation of hazards and risks arising from work activities, substances or plant, through a systematic risk management approach and promotion and implementation of safe work methods, the safe operation of plant and equipment and safe workplace design.
- 5.3 Promoting a culture where harm to our workers through work activities is unacceptable and all levels of council workers have definitive and specific WHS responsibilities, authorities and accountabilities.
- 5.4 Establishing WHS management plans that have measureable objectives & targets to ensure continuous WHS performance improvements and higher standards, which have periodic audits & management reviews.
- 5.5 Providing effective workplace representation, consultation, co-operation and issue resolution that involves workers in work health and safety matters and consult with them in ways of eliminating or minimising risks in the workplace.
- 5.6 Ensuring all council workplaces and facilities are periodically inspected, in conjunction with relevant workers, to identify & control hazards that may pose a risk to the health & safety of workers and / or other persons.
- 5.7 Encouraging unions and employer organisations to take a constructive role in promoting improvements in work health and safety practices, and assist council and workers to achieve a healthier and safer working environment.
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- 5.9 Providing systems for reporting of incidents, injuries and occurrences, where, all councillors, workers and visitors are required to report all incidents, injuries and occurrences in a timely manner and assist in any investigation if required.
- 5.10 Ensuring all reported incidents, injuries or occurrences are investigated, analysed and corrective measures implemented & reviewed, with the view of eliminating or minimising repeated incidents of actions.
- 5.11 Securing compliance with the Act through effective and appropriate compliance and enforcement measures and ensuring there is appropriate scrutiny and review of actions taken by persons exercising powers and performing functions under the Act.
- 5.12 Ensuring all councillors, workers, contractors, volunteers & visitors are aware of their WHS obligations and comply with all applicable WHS requirements, codes of conduct and workplace directions to ensure their own & others health & safety.

6. RELATED DOCUMENTS & LEGISLATION

- Work Health and Safety Act 2011 (NSW)
- Work Health and Safety Regulation 2017
- Local Government Act 1993
- Civil Liability Act 2002
- Corporations Act 2001

7. ATTACHMENTS

Nil.

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8. DOCUMENT APPROVAL

For Council Policies please use the following, otherwise delete

This document is the latest version of the official policy of the Wentworth Shire Council, as adopted by Council on 18 May 2022. All previous versions of this policy are null and void.

This policy may be amended or revoked by Council at any time.

A PDF copy of the signed document can be accessed from Council's record management system and Reliansys.



Signed:

18 May 2022

General Manager Wentworth Shire Council

Date

