

WORK HEALTH AND SAFETY POLICY

WHS05

Policy Title:	Work Health and Safety Policy		
Policy Type:	Work Health and Safety		
Policy Owner:	Chief Executive Officer		
Policy Custodian:	Chief Operations Officer		
Responsible Officer:	Health, Safety and Risk Officer		
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Purpose

The Purpose of the Work Health & Safety Policy is to show the council's commitment to providing a safe and healthy work environment for employees, contractors, visitors, and the community of West Daly region. This policy aims to protect individuals from harm by eliminating or minimising workplace hazards and risks, ensuring compliance with WHS legislation, and promoting continuous improvement in safety practices. The focus is on allocating resources, employee participation and necessary training and information provision. Moreover, it has been designed to facilitate efficient injury management systems and give access to expert WHS advice thereby creating a safety and healthy culture across all Council operations.

Scope

This Work Health & Safety (WHS) policy applies to all employees, contractors, visitors, and stakeholders involved with the West Daly Regional Council. It covers all Council activities as well as operations and workplaces, which include but are not limited to worksites, offices or community facilities that are under the council's jurisdiction.

Policy Objectives

The Council's adopted objectives for Work Health and Safety are to:

- a) Safeguard workers and other persons against harm to their health, safety, and welfare through the elimination and minimisation of risks arising from their occupation or workplaces.
- b) Enhance compliance and performance with the Work Health and Safety Act (WHS).
- c) Ensure planning for implementation, integration, monitoring, and review of WHS risk management, health promotion, and consultation processes.
- d) Promote the provision of advice, information, education, and training about WHS as and when required.

- e) Allocate and make available appropriate resources and processes to maintain a safe and healthy workplace.
- f) Provide an Injury Management Program aimed at early, safe, and durable return to work for injured employees.

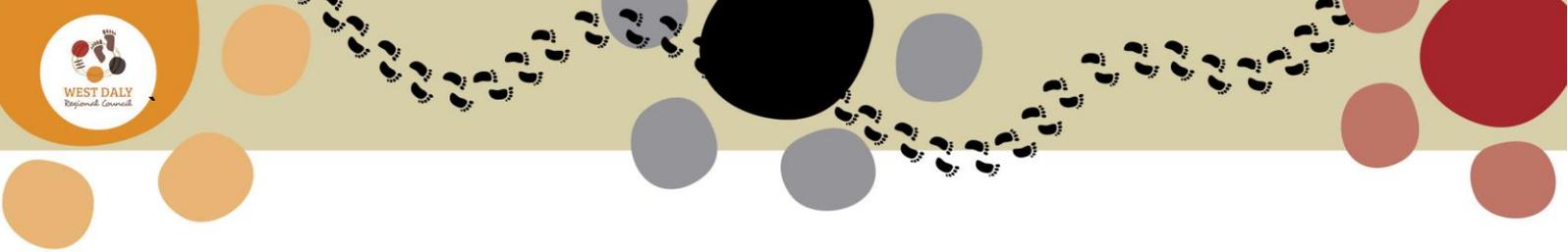
Strategies

Council intends to:

- a) Integrate WHS Risk Management systems into all aspects of operational management, purchasing, building, and service planning.
- b) Detail WHS responsibilities and accountabilities for all levels and categories of employees as outlined in the WHS Policy and position descriptions.
- c) Establish a system for the development, review, evaluation, and improvement of all WHS policies, procedures, and programs.
- d) Encourage employee participation through consultation, promotional activities, and support of WHS Committees.
- e) Provide WHS relevant training and information to the Chief Executive Officer, managers, and employees.
- f) Provide appropriate resources for the management and promotion of a safe and healthy workforce and workplace.
- g) Implement and evaluate hazard management systems and hazard minimisation programs using risk management principles.
- h) Implement and evaluate a comprehensive incident and injury/illness management system.
- i) Provide access to professional WHS advice and other resources to support WHS initiatives in the workplace.

Policy Statement

- 1.1. Commitment to and implementation of this policy is the responsibility of every Council employee.
- 1.2. There is to be consultation and cooperation between management and employees regarding WHS implementation. Employees are to be involved in developing, reviewing, and revising the policy. Participation in the development and review of the policy will be conducted on a face-to-face basis.
- 1.3. All employees are to receive information about the Council's WHS policy at the time of induction.
- 1.4. Council is committed to providing safe, healthy, and secure workplaces for employees, contractors, and visitors, promoting employee well-being, achieving continuous improvement in work health and safety by establishing and reviewing measurable targets and objectives, complying with all relevant health and safety legislation, and providing adequate resources to achieve this objective.



- 1.5. Provision of WHS training to all employees, active response to all incidents ensuring that injured employees are returned to suitable work at the earliest possibility, and regular inspection of all workplaces and plants to ensure they are safe and comply with WHS policy standards.
- 1.6. Employees and contractors must ensure that by their acts or omissions, they do not put at risk their health and safety or that of other employees, contractors, or the public.
- 1.7. Contractors and visitors have a responsibility to take care of their health and safety and that of others who may be affected by their acts or omissions.

Responsibility

Individual Responsibilities

All individuals are responsible for operating in an effective, safe, and environmentally responsible manner. This includes ensuring their safety, the safety of fellow employees, and the public while minimising the environmental impact of their actions. All Individuals must comply with this policy and encourage others to comply with this policy as appropriate. All Individuals within the workplace should be made aware of safety issues in the workplace to protect themselves and others who may be affected by tasks and activities. Where instructions include following a process, procedure, other documents or verbal guidelines, it is expected that these instructions will be communicated clearly to the Individual and will be put into practice so far as is reasonably practicable. Additionally, any incidents should be reported within 24 hours to facilitate timely responses and corrective actions. Through these efforts, we aim to maintain a safe, healthy, and environmentally conscious workplace.

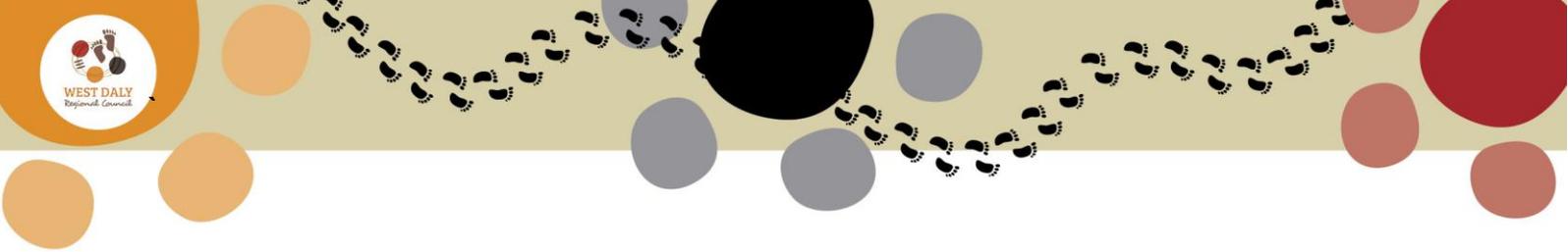
Manager Responsibilities

Managers hold the primary responsibility for implementing this policy and ensuring individual adherence. They must have a thorough understanding of WHS objectives and targets and oversee the execution of WHS activities. These activities include identifying hazards, conducting risk assessments, implementing effective controls according to the legislated hierarchy of controls, and facilitating communication, consultation, and review processes. Managers are tasked with ensuring that all aspects of the safety management system are effectively implemented within their operational areas.

Definition

In the context of this policy, the following definitions apply:

Term	Definition
Hazard	A material, situation, or other source that poses a risk to the health and safety of an individual or group of people
Incident	An event resulting from a hazard that harms the health and safety of an individual or group of people, either at the time of the event or subsequently.
Worker	Employee, volunteer, or contractor completing work for the Council.



Contractor	A person (sole trader), partnership, or business engaged by the Council via purchase order, contract, or other legally binding document, and actively working on the activity described in this document, and present at a Council workplace. The Council has an obligation to provide a safe workplace and induction to this workplace while a contractor follows their own supervision and safety documentation.
Near Miss	An event resulting from a hazard that does not harm the health and safety of an individual or group of people, either at the time of the event or subsequently.
WHS	Work Health and Safety.

References

Related Publications	<i>Local Government Act 2019</i> <i>Work Health and Safety (National Uniform Legislation) Act 2011</i> <i>Work Health and Safety (National Uniform Legislation) Regulations 2011</i>
Related Supporting Documents	Workplace Health and Safety Codes of Practice

Review History

Version Number	Approval Date	Policy Number	Policy name	Minutes ref./resolution no.
2.0	30/01/2019	HR26	Work Health and Safety Policy	013/2019
4.0	21/06/2024	WHS05	Work Health and Safety Policy	OCM-2024/67 ID: 24953

Endorsement

Signature of Endorsement:	
Date:	21/06/2024
Name and Position:	John Thomas, Chief Executive Officer