

5.2. WORKPLACE HEALTH & SAFETY POLICY JULY 2019

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DEPARTMENT	People and Community Services

RECOMMENDATION

That Council:

- 1. adopts the revised Workplace Health and Safety General Policy;**
 - 2. delegates authority under Section 257 (1)(b) of the *Local Government Act 2009* to the Chief Executive Officer to finalise any minor amendments to the Workplace Health and Safety General Policy.**
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EXECUTIVE SUMMARY

Council holds, as a priority, the safety and wellbeing of its workers and visitors to the workplace and will endeavour to provide workplaces and work practices that present minimal risk to their wellbeing. This will only be achieved through participation, co-operation and commitment of everyone in the workplace.

The revised policy is presented in this report for adoption by Council for four years.

BACKGROUND

The purpose of Workplace Health and Safety General Policy is to promote workplace health and safety within Council and to provide a safe workplace. This policy is consistent with the legislation and regulation.

COMMENT

The existing Workplace Health and Safety General Policy was reviewed with minimal changes. Changes are mostly formatting and administrative in nature.

PROPOSAL

The proposal is for Council to

1. adopt the revised Workplace Health and Safety General Policy;
2. delegate authority under Section 257 (1)(b) of the *Local Government Act 2009* to the Chief Executive Officer to finalise any minor amendments to the Workplace Health and Safety General Policy.

FINANCIAL/RESOURCE IMPLICATIONS

Financial costs of providing internet access to libraries is required to be provided for in Council's annual operation budget.

RISK MANAGEMENT IMPLICATIONS

Council is to adopt a Workplace Health and Safety General Policy as identified in the enterprise risk policy.

SUSTAINABILITY IMPLICATIONS

Economic:	Promotes safety culture in the organisation to mitigate harm and litigation exposure
Environmental:	Nil
Social:	Nil

CORPORATE/OPERATIONAL PLAN, POLICY REFERENCE

This report has been prepared in accordance with the following:

Corporate Plan 2019-2024 Initiatives:

Theme 1 - Celebrating Our Communities

Goal 3 - *We will develop programs that promote health, well-being and safety in the community.*

Theme 5 - Robust Governance and Efficient Service Delivery

Goal 1 - *We will conduct Council business in an open and transparent manner with strong oversight and open reporting.*

COUNCIL'S ROLE

Council can play a number of different roles in certain circumstances and it is important to be clear about which role is appropriate for a specific purpose or circumstance. The implementation of actions will be a collective effort and Council's involvement will vary from information only through to full responsibility for delivery.

The following areas outline where Council has a clear responsibility to act:

Information Provider	Council provides the community with important information on services, events, policies, rules, strategies, and any other relevant data that helps the community to stay informed. In performing this role, Council seeks to be open and transparent.
Regulator	Council has a number of statutory obligations detailed in numerous regulations and legislative Acts. Council also makes local laws to ensure that the Shire is well governed. In fulfilling its role as regulator, Council will utilise an outcomes based approach that balances the needs of the community with social and natural justice.

CONSULTATION

Internal: Workplace Health and Safety Advisor

External: Nil

COMMUNITY ENGAGEMENT

Nil

ATTACHMENTS

1. Workplace Health and Safety General Policy - reviewed [5.2.1 - 2 pages]

WORKPLACE HEALTH AND SAFETY GENERAL POLICY

Intent

To promote workplace health and safety within Council and to provide a safe workplace.

Scope

This Policy applies to Workers (as defined in Work Health and Safety Act 2011) and Visitors.

Reference

Legislation:

Work Health and Safety Act 2011

Work Health and Safety Regulation 2011

Work Health and Safety (Codes of Practice) Notice 2011

Provisions

Council holds, as a priority, the safety and wellbeing of its workers and visitors to the workplace and will endeavour to provide workplaces and work practices that present minimal risk to their wellbeing. This will only be achieved through participation, co-operation and commitment of everyone in the workplace.

Council is committed to:

- Ensuring all workers are aware of their duties under Work Health and Safety legislation.
- Employing consultative and inclusive processes to achieve its work health and safety goals.
- Providing resources for the implementation, management and improvement of an effective safety management system.
- Measuring objectives and targets to ensure continuous improvement in eliminating work related illness and injury.
- Employing effective hazard and risk management procedures.
- Ensuring all workers are competent, and trained to carry out their duties and tasks safely.
- Providing appropriate safety equipment and personal protective equipment.
- Providing and promoting awareness of an effective injury management, rehabilitation and return to work system.
- Disseminating work health and safety information by appropriate measures to all workers.
- Promoting and striving for continual improvement in all of its safety systems.

Workers will:

- take reasonable care for their own health and safety and that of others;
- follow safe work procedures and instructions;
- participate in health and safety training;
- Report health and safety hazards, injuries and incidents immediately; and
- Use safety equipment and personal protective equipment as instructed.

This policy is to remain in force until otherwise determined by Council.

Manager Responsible for Review:
Attachment 5.2.1

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ORIGINALLY ADOPTED: 01/04/2014

ADOPTED: -

DUE FOR REVISION: -