

ORDINARY MEETING 14 APRIL 2015	5.5
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WORKPLACE HEALTH AND SAFETY POLICY

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RECOMMENDATION:

That Council adopt the amended Workplace Health and Safety Policy.

EXECUTIVE SUMMARY:

Council's Workplace Health and Safety Policy details the organisation's continuing commitment to providing a safe work environment and safety systems that not only achieves legislative compliance but promotes best practice within the workplace.

Following a review of Council's policy by a representative of Local Government Workcare it was recommended to staff to enhance Council's commitment to Workplace Health and Safety (WH&S), within the policy, by incorporating two additional statements. The amended policy is presented to Council for re-adoption.

BACKGROUND:

Council has a statutory responsibility, under the *Work Health and Safety Act 2011*, to provide a workplace and work practices that engender a safe working environment for all. This Policy outlines Council's commitment to achieving this objective and is reinforced by the organisation's Safeplan and internal Safety Management System.

Council originally adopted its WH&S policy on 1 April 2014 and following a review by a representative of Local Government Workcare, it has been recommended that two additional points be added to the policy. These are the last two points now included in the policy under the section "Council is committed to." These points are:

- Disseminating work health and safety information by appropriate measures to all employees.
- Measuring objectives and targets to ensure continuous improvement in eliminating work related illness and injury.

PROPOSAL:

That Council adopt the amended Workplace Health and Safety Policy which is the organisation's ongoing commitment to comply with the Work Health and Safety Legislation.

CORPORATE/OPERATIONAL PLAN, POLICY REFERENCE:

This report has been prepared in accordance with the following Corporate Plan 2014-2019 actions:

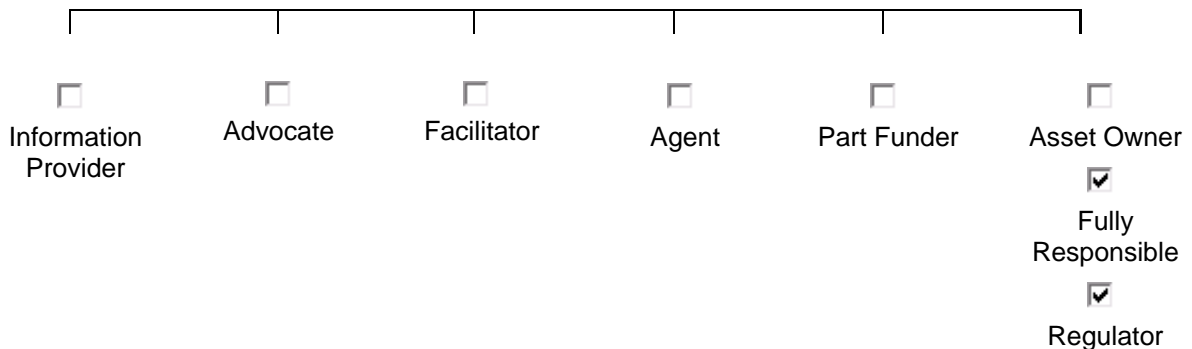
- 5.2.2 *Implement adopted policies and guidelines to ensure consistency in administrative management which also encourage innovation in Council operations.*

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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:



Fully Responsible:	Funding the full cost of a program or activity.
Regulator:	Meeting the responsibilities associated with regulating activities through legislation or local law.

FINANCIAL/RESOURCE IMPLICATIONS:

Work Health and Safety procedures are incorporated within each staff member's duties and accordingly form part of normal daily operations.

RISK MANAGEMENT IMPLICATIONS:

Council is achieving legislative compliance through its commitment to Work Health and Safety (incorporated by this Policy, its Safeplan and Safety Management System), and is actively addressing work practices to ensure a safe workplace with the mitigation of identified risks.

ATTACHMENTS:

Workplace Health and Safety General Policy.

DOUGLAS SHIRE COUNCIL

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 Employees, Councillors, Contractors, Suppliers, Volunteers 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 employees, contractors, Councillors, volunteers and visitors to the workplace and will endeavour to provide workplaces and work practices that present minimal risk to their wellbeing.

Council is committed to:

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



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

Manager Responsible for Review:

General Manager Corporate Services

ORIGINALLY ADOPTED: 01/04/2014

ADOPTED:

DUE FOR REVISION:

REVOKED/SUPERSEDED: