



Work Health and Safety Policy

1 Document Information

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Author	Risk Management Coordinator
Owner <i>(Relevant director)</i>	Director of Finance & Corporate Services
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2 Summary

The Work Health and Safety of all persons employed by Cabonne Council and those visiting the organisation are considered to be of the utmost importance. Resources in line with this importance will be made available allowing Council to comply with all relevant Acts and Regulations and to ensure that the workplace is safe and without risk to health.

3 Approvals

Title	Date Approved	Signature
Director of Finance & Corporate Services		

4 History

Minute No.	Summary of Changes	New Version Date
	Reviewed by Risk Management Officer	19 January 2010
10/02/17	Readopted by Council	15 February 2010
11/12/26	Reviewed by Risk Management Officer	19 December 2011
13/09/30	Readopted as per s165(4)	17 September 2013
18/05/20	Readopted as per s165(4)	22 May 2018

5 Reason

This policy exists to record Cabonne Council's view that the Work Health and Safety of all workers and those visiting the organisation are considered to be of the utmost importance.

6 Scope

Addresses the responsibility for Cabonne Council as the Person Controlling a Business or undertaking to provide a workplace that is safe and healthy for Workers by complying with the requirements of the Work Health and Safety Act and Regulations.

7 Associated Legislation

Work Health and Safety Act 2011 – (WHS Act)

Work Health and Safety Regulation – (WHS Reg)

Approved Codes of Practice – (CoP)

8 Definitions

Local Authority – means a council or county council under the *Local Government Act 1993*.

Officer – within the meaning of Section 9 of the *Corporations Act 2001*. An officer of a Public Authority within the meaning of Section 252 of the *Work Health and Safety Act 2011* which states that a person who makes, or participates in making, decisions that effect the whole, or a substantial part, of the business or undertaking of a public authority is taken to be an officer of that public authority for the purposes of the Act. Officers in Cabonne Council are the General Manager, and each Director.

Person conducting a business or undertaking (PCBU) – conducts the business or undertaking alone or with others and may or may not be conducted for profit or gain. Workers or Officers and elected member of local authorities acting in that capacity are not PCBU's.

Public authority – means a NSW Government agency, or a **local authority**.

Reasonably practicable Section 18 WHS Act– in relation to a duty to ensure health and safety imposed on the PCBU, means that which is or was at a particular time, reasonably able to be done in relation to ensuring health and safety, taking into account and weighing up all relevant matters including the likelihood of the hazard or risk occurring and the degree of harm that may result. Applying sound risk management principles.

Worker – a person is a worker if the person carries out work in any capacity for a PCBU and includes;

- a. An employee
- b. A contractor or sub contractor
- c. An employee of a contractor or sub contractor
- d. An employee of a labour hire company who is doing work for the PCBU
- e. An apprentice or trainee
- f. A student gaining work experience
- g. A volunteer

Workplace – a place where work is carried out for the PCBU and includes any place where a worker goes, or is likely to be, while at work.

Volunteer – means a person who is acting on a voluntary basis (irrespective of whether the person receives out-of-pocket expenses).

9 Responsibilities

9.1 General Manager

The General Manager is an officer of the PCBU and must exercise due diligence to ensure the business or undertaking fulfils its health and safety obligations under the *Work Health and Safety Act 2011*.

9.1 Directors, Managers and Supervisors

Managers and supervisors at all levels are responsible, within the scope of their authority, for ensuring that:

- The objectives of this policy are integrated into work practices
- The tasks required for the successful implementation of Council's risk management program are undertaken
- Workers are consulted on work health and safety matters which may affect them
- Communication on WHS issues is promoted as a normal component of work
- All plant, substances and work systems used are suitable for their intended purpose in the workplace and meet WHS requirements
- Adequate training, information, instruction and supervision are provided so that work is conducted safely
- Contractors, volunteers and visitors are made aware of WHS requirements
- Immediate and appropriate steps are taken to investigate and rectify any risks to health and safety arising from work activity
- The attention of senior management is promptly brought to any relevant health and safety issues
- All accidents and near misses are properly recorded and reported, and an investigation is carried out to determine casual factors
- Safe access to, and egress from the workplace is maintained at all times

9.2 Workers

Workers are responsible for:

- Carrying out their duties in a manner which does not adversely affect their work health and safety or that of others
- Cooperating with measures introduced in the interests of work health and safety
- Undertaking any training provided in relation to WHS
- Immediately reporting all matters which may affect work health and safety to their supervisor
- Correctly using any information, training, personal protective equipment and safety devices provided
- Refraining from intentionally misusing or recklessly interfering with anything that has been provided for health and safety reasons
- Undertaking only those tasks for which they have authorisation and/or the necessary training, and for which all necessary safety arrangements are in place

9.3 Others

Health and Safety Committee

The workplace health and safety committee has a duty to:

- Facilitate cooperation between the PCBU and workers in instigating, developing and carrying out measures designed to ensure the health and safety of workers.
- Assist in developing standards, rules and procedures relative to health and safety.

- Such other functions prescribed by the regulations or agreed between the PCBU and the committee.
- Meet at least every 3 months and at a reasonable time when requested by half the members of the committee.

Health and Safety Representatives (HSR)

HSR's play a positive role in representing the health and safety interests of workers and their work group by;

- Investigating health and safety concerns raised by workers of their work group.
- Look into anything that might be a risk to health and safety of the workers in their work group.
- Monitoring the health and safety actions taken by the PCBU.
- Assist in resolving health and safety matters through ongoing consultation and representation.

Contractors and Sub-contractors

All contractors and sub-contractors engaged to perform work on Council premises or locations fall within the definition of workers under the WHS Act and are required to comply with Council's WHS policies and procedures and to observe directions on health and safety from designated officers of Council.

10 Related Documents

Document Name	Document Location
Internal Reporting Policy	POLICY AND PROCEDURES DATABASE

11 Policy Statement

Cabonne Council, the PCBU, accepts responsibility for the work health and safety of its workers in all their workplaces including offices, depots, quarries and mines, and at any site at which work is performed. Council will comply with all statutory requirements with regard to work health and safety and take all reasonably practicable steps to establish and maintain an effective work health and safety programme.

Council will, as far as is reasonably practicable;

- Protect workers against harm to their health safety and welfare through the elimination, or if not possible, minimisation of risks arising from work, plant or substances.
- Provide and maintain workplaces where the work environment is without risk.
- Provide and maintain safe systems of work.
- Provide for the safe use and handling of plant, structures and substances.
- Provided adequate facilities for the welfare at work for all workers in carrying out their business for the PCBU.
- Provide for fair and effective workplace representation, consultation, cooperation and issue resolution in relation to work health and safety.
- Promote the provision of information, instruction, training and supervision necessary to protect persons from risks to health and safety arising from the work.

- Protect the health of workers and the conditions at the workplace by monitoring for the purpose of preventing illness or injury arising from the business.
- Encourage unions and the LGSA to take a constructive role in promoting improvements in work health and safety practices to achieve a healthy and safe working environment.