

# Work Place Safety Audits and Inspections Policy

## 1 Document Information

<b>Version Date</b> <i>(Draft or Council Meeting date)</i>	[22 May 2018]
<b>Author</b>	Risk Management Coordinator
<b>Owner</b> <i>(Relevant director)</i>	Director of Finance & Corporate Services
<b>Status –</b> <i>Draft, Approved, Adopted by Council, Superseded or Withdrawn</i>	Adopted by Council
<b>Next Review Date</b>	Within 12 months of Council being elected
<b>Minute number</b> <i>(once adopted by Council)</i>	18/05/20

## 2 Summary

This policy relates to Council's responsibilities in relation to workplace safety audits and inspections.

## 3 Approvals

Title	Date Approved	Signature
Director of Finance & Corporate Services		

## 4 History

Minute No.	Summary of Changes	New Version Date
07/05/20		12/03/07
	Reviewed by Risk Management Officer	20 January 2010
10/02/17	Readopted by Council	15 February 2010
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 is a regulatory requirement under the WHS Act 2011.

## 6 Scope

This policy covers all council employees as well as hire and contractor employees.

## 7 Associated Legislation

The Work Health and Safety Act 2011

The Work Health and Safety Regulations 2011

## 8 Definitions

### 9 Responsibilities

#### 9.1 General Manager

The General Manager is responsible for the overall control and implementation of the policy.

#### 9.2 Directors and Managers

Directors and Managers are responsible for the control of the policy and procedures within their areas of responsibility.

#### 9.3 Supervisors

Supervisors are responsible to ensure that all employees undertake their duties in a responsible manner and follow all procedures in relation to this policy.

#### 9.4 Employees

Employees must undertake all procedures in relation to complying with this policy.

#### 9.5 Others

#### **Hire Labour and Contractors**

All labour hire personnel and contractors are to adhere to Councils policies and procedures.

## 10 Policy Statement

Council is to ensure there is in place an arrangement for conducting workplace safety audits and inspections. The workplace safety audits and inspections are to assist Council determine the effectiveness of the risk control procedures and to identify any shortcomings in the procedures.

### Procedure

WHS Worksite Inspections are required to be conducted for all Cabonne Council permanent worksites in May and November. This is to be done using the WHS Inspection Checklist v2, which is available on Council's Intranet. The checklist is to be forwarded to the Risk Management Coordinator to follow-up any required actions.

A WHS Committee member will, together with the Risk Management Coordinator, complete a WHS Worksite Inspection on each of Council's permanent worksites at least once per year.

The Risk Management Coordinator will undertake the StateCover WHS Audit and Statewide Public Liability Audit on an annual basis. A report of the results will be prepared for Council.